



Indian Bank Management Academy
for Growth & Excellence (IMAGE)
MRC Nagar, RA Puram, Chennai 600 028
Phone No: 044-24955603; 24955605

IMAGE invites sealed tenders in 2 bid systems for pre-qualification of reputed contractors for carrying out following works:

- ❖ **Catering arrangements (Vegetarian & non-vegetarian) for trainees and guests**
- ❖ **Housekeeping and Maintenance of premises consisting of guesthouse (13 suites), hostel (67 rooms), staff quarters (6), college & auditorium blocks including conference halls, kitchens and dining halls, lawns, gardens, internal roads, drainage, plumbing, water supply, HT installations and other electrical installations/accessories/ lightings, operation of generators, lifts, Air Conditioners / AC plants etc., involving a total area of about 1,64,000 sq.ft, room service and maintenance at Hostel rooms at Guest Suites, room services, cleaning and upkeep, laundry etc .**

The period of contract is 2 years.

Reputed Contractors having the following Eligibility criteria shall apply:

Eligibility Criteria:

1. Contractors with experience in House-keeping, maintenance-cum-catering works during the last 5 years ended 31.03.2012.
2. Having a solvency of Rs. 40 lakhs obtained from a scheduled bank on or after 01.04.2012.
3. Should be profit making firm for the last three years.
4. The annual turnover should not be less than Rs. 80 lakhs in the last three years each.
5. The firm should have a office setup in Chennai(Telephone number / Address to be mentioned)

The pre-qualification application forms and Financial Tender documents can be obtained from The Chief Manager(Administration) at the Office of IMAGE, M R C Nagar, Chennai – 600 028 during office hours on all working days up to and inclusive of **10.02.2013** on payment of Rs. 1000/- by DD favouring IMAGE or the same can be downloaded from our Banks' website www.indianbank.in/Tenders. In such case, the tender fee of Rs. 1000/- should be enclosed along with Technical bid.

Contractors who found satisfying Pre-Qualification criteria may submit their Pre-qualification / Technical and Financial Bids in two separate closed covers with all credentials addressed to The Chief Manager (Administration) IMAGE (address given above) before 3.00 p.m. on or before **15.02.2013, superscribing “Tender for Catering and Housekeeping, Maintenance works at IMAGE, Chennai”**

All certificates/ documents submitted with the applications should be either copies certified by the concerned agencies or a Govt. Officer or self attested Photostat copies. Originals shall have to be produced for verification as and when required. *All Credentials / supportive documents, Balance Sheets, IT Returns, Solvency Certificate as mentioned herein should be kept only in the envelope containing pre-qualification/ technical tenders along with EMD and application fee of Rs.1000/.* *The Financial tender (sealed) envelope should contain only the Financial Bid document.*

Contractors should enclose Demand Draft for Rs. 300000/- (Rupees three lakhs only) towards Earnest Money Deposit (EMD). The successful bidder has to submit a Security Deposit equivalent to 2% of the Tendered Cost within 15 days of award of contract. Pre-qualification Tender without certified copies or self attested photocopies of documents, Certificates, Sales tax/income tax returns/audited balance sheets(3 years), Solvency Certificate for Rs. 40 lakhs etc., in support of fulfilling prequalification criteria and Demand Draft along with financial criteria mentioned above will not be considered.

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

- **The application received will be scrutinized by IMAGE.**
- **IMAGE reserves the right to inspect the works carried out / presently carrying by the bidders and get confidential opinion about them.**
- **Upon prequalification, the price bids of only those pre-qualified will be opened, the date/time of which will be intimated to them in advance.**
- **The EMD of remaining tenderers who were unsuccessful in the tender process will be returned within a reasonable time or 30 days after award of contract to the successful bidder.**
- **The EMD of the bidder whose tender is accepted, shall be forfeited, incase he does not submit the Security Deposit within the stipulated time.**
- **The contractor will submit the bill for the work done before 10th of each succeeding month along with all supporting documents.**

The Contractor should possess/submit the following documents:

- a. Should be in the business of same line of activity for at least 5 years.
- b. Should have effective infrastructure for managing the catering and maintenance services.
- c. Should have credible supervisory infrastructure and network.
- d. Should have a Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship.

- e. Should possess PAN.
- f. Should have Audited Balance Sheet (last 3 years).
- g. Should have Registration under Shops & Establishment Act and Certificate from ESI Corporation.
- h. Should have Certificate from EPF Organisation- EPF & Misc.Provision Act-1952.
- i. Should be registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.
- j. Should have Registration with appropriate authority for Service Tax / Sales Tax.
- k. Should have Documents providing compliance of Minimum Wages Act, 1948 and Central Rules.
- l. Should have regular office setup in Chennai.

Date: 30.01.2013

PRINCIPAL



**INDIAN BANK MANAGEMENT ACADEMY
FOR GROWTH & EXCELLENCE (IMAGE)**
MRC Nagar, RA Puram, Chennai 600 028

**APPLICATION FORM FOR PRE-QUALIFICATION
OF CONTRACTORS FOR
CATERING AND MAINTENANCE CONTRACT**

01	Name of the Organisation	
02	Address & Telephone / Mobile / Fax Nos. / E-mail Id	
03	Year of Establishment	
04	Constitution (Proprietary concern/ Partnership firm/Limited Company).	
05	Name/s of Directors / Partners / Proprietor, their address and Phone No.	
06	Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention No. & date	

07	<p>(a) Name and address of bankers</p> <p>(b) Enclose Solvency Certificate from the bankers (of Rs.40 lakhs) obtained on or after 01.04.2012</p>	
08	<p>Whether registered for Sales Tax purposes. If so, mention No. & date (wherever applicable).</p>	
09	<p>Whether an assessee of Income Tax? If so, mention Permanent Account Number and submit copies of latest IT returns.</p>	
10	<p>Documents submitted as a proof of average annual turnover of not less than Rs. 80.00 lakhs each year for the last 3 years ending 31.03.12. (Audited Balance Sheet and Sales Tax Assessment Order)</p>	
11	<p>If you are registered in the panel of other organizations, furnish their names, category, addresses, telephone numbers and date of registration. (details may be furnished in a separate sheet if the list is long)</p>	
12	<p>Apart from catering and maintenance / house keeping, are you engaged in any other business? If so, give details.</p>	
13	<p>i) Detailed description and value of works done for others (other than Indian Bank) in the past.</p> <p>ii) Detailed description and value of works done for Indian Bank.</p>	

14	Specify the maximum value of work executed in a year.	
15	Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.	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:

Enclosure:

1. Audited Balance Sheet, Income Tax and Sales Tax returns.
2. Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship.
3. Registration under Shops & Establishment Act and Certificate from ESI Corporation.
4. Certificate from EPF Organisation.
5. Copy of Certificate registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.
6. Copy of Certificate registered with appropriate authority for Service Tax / Sales Tax.
7. Copy of PAN card.
8. Solvency Certificate for Rs. 40 lakhs.
9. Demand Draft for Rs. 3.00lakhs favouring IMAGE.