

NEWSPAPER NOTICE

STATE BANK OF INDIA

Global IT Centre, Estate Deptt, Ground Floor, CBD Belapur, Sec.11 Navi Mumbai 400 614

Request for proposal for EMPANELMENT OF CONTRACTORS

Offers are invited for empanelment of contractors for Painting work (for categories Rs.5.00 lacs & above and upto Rs.100 lacs) and waterproofing with relating works (including structural repairing, painting, plaster, allied works) for value upto 500 lacs, under various categories. Details and formats can be downloaded from our website www.sbi.co.in under link procurement news or be obtained from this office during 08.04.2017 to 29.04.2017. The existing firms on Bank's panel should also apply afresh. Bank reserves its right to accept/reject any proposal without assigning any reason whatsoever. The last date for receipt of applications is 29.04.2017.

D.G.M. (F&OA)

WEBSITE NOTICE

Notice inviting offers/applications for the empanelment of contractors for Painting work and waterproofing with related works (including structural repairing, painting, plaster, allied works). Download details.

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STATE BANK OF INDIA

**Facilities & Office Administration Department
Ground Floor, C Wing, GITC Building, Belapur, Navi Mumbai**

INVITATION FOR OFFER/APPLICATION FOR EMPANELMENT OF CONTRACTORS

State Bank of India proposes to empanel contractors for Painting work and Waterproofing with relating works (including structural repairing, painting, plaster, allied works), for the undernoted categories for its residential and office premises as under:

A. Painting works (exterior, interior, metal, wooden etc):

Category I	Upto 5 Lacs	Separate & simplified application to be submitted
Category II	Work above 5 lacs & upto Rs. 20 Lacs	
Category III	Work above Rs. 20 Lacs & upto Rs. 50 Lacs	
Category IV	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	

B: Waterproofing with related work (including structural repairing, painting, plaster and allied works):

Category I	Work upto Rs. 10 Lacs	
Category II	Work above Rs. 10 Lacs & upto Rs. 50 Lacs	
Category III	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	

Category IV	Work above Rs. 100 Lacs & upto Rs.500 Lacs	
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Note: Interested & eligible firms may submit, single application for both type of works or one type of work or separate application for each type of the work, subject to their eligibility for the applied work & category.

II. The eligible Contractors, who satisfy the prescribed criteria, may download the details and application forms from our website www.sbi.co.in under procurement news/SBI tenders or may obtain the same from our office, address of which mentioned at serial no. 08 under schedule of events.

III. The contractors already empanelled are also required to apply afresh for empanelment. Selection will be made based on particulars and documents furnished by the applicant as required and satisfactory verification carried out by the Bank. Incomplete information in the application may lead to summarily rejection of the offer/application. The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever. The Bank's decision as regards eligibility will be final and binding and no correspondence will be entertained in this matter.

IV. Contractors also to submit the details (specifications, estimated cost with labour etc, durability etc) of waterproofing material is being used/ offered by the applicant firm.

2. **Schedule of events, issuance of RFP and submission of proposal :**

Sl.no.	Activity/details	Date/time/ remarks
1	RFP, containing proposal format and relevant information/details can be downloaded from our website www.sbi.co.in or can be obtained from this office, during the period	From 08.04.2017 to 29.04.2017
2	Last date for submission of queries/clarifications	17.04.2017 Time : 2.00 p.m.

	(All communications regarding points / queries requiring clarifications shall be given in writing to The Asst. General Manager (Estate) at above mentioned address, through dak, courier or email (sbi.11342@sbi.co.in).	
3	A meeting for query/clarifications, if any, from the firms, interested in submitting proposal, will be held on	Date: 19.04.2017 Time : 3.00 pm (Queries shall be responded during the meeting. If necessary, reply/responses, will be uploaded on bank's website www.sbi.co.in . However, no individual communication will be made, in this connection.)
4	Date of posting of clarifications on the Bidder's queries.	Date: 21.04.2017
5	Last Date and Time for the Submission of proposal at State Bank of India Estate Department, Ground Floor, 'C' Wing, GITC, Plot No-8,9& 10, Sec-11, CBD Belapur, Navi Mumbai – 400 614	Date: 29.04.2017 Time: 3.00 pm The proposal may be submitted by post/ hand/courier or dropping in Tender Box, placed at C Wing, Ground Floor, GITC Building in Estate Department and also at the Security Cabin (at the entrance of GITC Building). However, in case of submission through Dak/Post/Courier, tender received within prescribed date & time, will only be considered.
6	Date and Time of offer/proposal Opening	Date: 29.04.2017 Time: 3.30 pm Representatives of applicants may be present during opening of Technical Bid. However offers will be opened even in absence of any or all the applicant's representatives
7	Place of opening of offer	State Bank of India, GITC Building,

		Plot No-8,9 & 10, Sec-11, CBD Belapur, Navi Mumbai – 400 614
8	Address for communication : Asst. General Manager (Estate) State Bank of India Estate Department, Ground Floor, 'C' Wing ,GITC, Plot No-8,9 & 10, Sec-11, CBD Belapur, Navi Mumbai – 400 614	<ul style="list-style-type: none"> Name: G. Durga Prasad Designation : Asst. General Manager (Estate) Contact Number : 27561060/9950999476 Fax : 022-2757 7001 Email : sbi.11342@sbi.co.in S. K. Singh, C M (Civil) Sanjiv.s@sbi.co.in Contact Number- 9004777956
9	Empanelment period	Empanelment period will be 03 years, subject to yearly review. However, the same can be reviewed at half yearly interval or at any point of time, as per bank's discretion. In case of observance of any unsatisfactory service or violation of terms & conditions mentioned herein by the applicant firm, bank may depanel / debar the firm, at its discretion.
10	Site Visit	The bidder should arrange for inspection of site/sites (within the area of 200 km from Navi Mumbai, where bidder has completed works), in case bank desires so, the bidder should facilitate such visits.

3. **ELIGIBILITY CRITERIA FOR PRE-QUALIFICATION:**

i. In case waterproofing works, the applicant firm should be approved/ authorized contractor/applicator for completing the work of waterproofing, by the company of which product is being used by the contractor i.e. Pidilite, Asian paint, Shalimar, Nilobit or equivalent. In case of de-panelment or discontinuance/ expiry of approval /authorization given by the paint manufacturing company to the applicant firm, bank may also depanel such firm, immediately or at later stage, at the discretion of the bank.

ii. In case of contractor for painting work, the applicant firm should be approved/ authorized contractor/applicator for completing the work of painting, by the company of which products are being used by the contractor i.e. Asian paint, Shalimar, Berger, Kansai Nerolac, Dulux or equivalent. In case of de-panelment or discontinuance/ expiry of approval /authorization given by the paint manufacturing company to the applicant firm, bank may also depanel such firm, immediately or at later stage, at the discretion of the bank.

iii. Average Annual turnover during the last 3 financial years, ended on 31st Mar'16, should be at least 30% of the upper limit of the category for which proposal is being submitted. Category and turnover amount required is as under:

A. Painting works (exterior, interior, metal, wooden etc):	category	Upper amount of category	Average annual turnover (Rs. In lacs)
Category II	Work above 5 lacs & upto Rs. 20 Lacs	20	6
Category III	Work above Rs. 20 lacs & upto Rs. 50 lacs	50	15
Category IV	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	100	30

B: Waterproofing with related work (including structural repairing, painting, plaster and allied works):	category	Average annual turnover (Rs. In lacs)
Category I	Work upto Rs. 10 Lacs	3
Category II	Work above Rs. 10 Lacs & upto Rs. 50 Lacs	15
Category III	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	30

Category IV	Work above Rs. 100 Lacs & upto Rs.500 Lacs	150
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iv. Experience of having successfully completed similar works during last 7 years ended on Dec'16 should be either of the following:

- (a) Three similar completed works costing not less than the amount equal to 40% of the upper ceiling of the category, for which application is being submitted. or
- (b) Two similar completed works costing not less than the amount equal to 50% of the upper ceiling of the category, for which application is being submitted. or
- (c) One similar completed work costing not less than the amount equal to 80% of the upper ceiling of the category, for which application is being submitted.

In this regard, category wise, amount is given hereunder:

A. Painting works (exterior, interior, metal, wooden etc):	category	Upper amount of category	Value of single work	Value of work (each of two)	Value of work (each of three)
Category II	Work above 5 lacs & upto Rs. 20 Lacs	20	16	10	2.4
Category III	Work above Rs. 20 Lacs & upto Rs. 50 Lacs	50	40	25	6
Category IV	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	100	80	50	12

B: Waterproofing with related work (including	category	amount of upper limit of	Value of single	Value of work	Value of work
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structural repairing, painting, plaster and allied works):		category	work	(each of two)	(each of three)
Category I	Work upto Rs. 10 Lacs	10	8	5	1.2
Category II	Work above Rs. 10 Lacs & upto Rs. 50 Lacs	50	40	25	6
Category III	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	100	80	50	12
Category IV	Work above Rs. 100 Lacs & upto Rs.500 Lacs	500	400	250	60

v. The applicant firm should be in existence for at least 07 years, as on 31.03.2017.

vi. Solvency Certificate or any other certificate/ document of financial capability, acceptable to Bank, of minimum 30% of the upper limit of respective category issued in current financial year from the applicant's Banker has to be submitted. Category wise amount is as under:

A. Painting works (exterior, interior, metal, wooden etc):	category	Upper amount of category	Amount for financial soundness/ solvency certificate (Rs. In lacs)
Category II	Work above 5 lacs & upto Rs. 20 Lacs	20	6
Category III	Work above Rs. 20 Lacs & upto Rs. 50 Lacs	50	15
Category IV	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	100	30

B: Waterproofing with	category	Amount for
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related work (including structural repairing, painting, plaster and allied works):		financial soundness/ solvency certificate (Rs. In lacs)
Category I	Work upto Rs. 10 Lacs	3
Category II	Work above Rs. 10 Lacs & upto Rs. 50 Lacs	15
Category III	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	30
Category IV	Work above Rs. 100 Lacs & upto Rs.500 Lacs	150

- vii. The applicant must have the PAN number.
- viii. The applicant must have the TIN (VAT) number (if applicable).
- ix. The applicant must have the Service tax registration number.

4. Basis of evaluation/assessment for empanelment:

The applicant firms will have the option of applying for Painting works as well as waterproofing with relating works (including structural repairing, painting, plaster, allied works) in single application or through separate application. However, their empanelment will be considered, only if they fulfill eligibility criteria separately for each types/nature of works.

The Firm shall be evaluated/ assessed for empanelment on various parameters relating to competence of the firm regarding financial, commercial, technical , experience, integrity, timeliness, quality of work, etc. Scoring sheet for the purpose of evaluation / assessment is given in Annexure-J. It is responsibility of the firm to provide correct, appropriate, complete papers, pertaining to all the parameters, including extending necessary help in visits by the bank's officials at the site/s, where the firm has either completed the work or in progress. Scoring will be done, only on the basis of information provided by the firm and observations during site visits and /or feedback from the clients of firm.

GENERAL TERMS AND CONDITIONS:

1. Applicants shall have adequate organizational structure with qualified technical staff to execute the work of nature and magnitude given in the respective categories.
2. Completion certificates issued by the client must be having the details of scope/nature of work, contract value, status of satisfactory & timely completion or otherwise, date of commencement of work & completion of work.
3. Work Order by the client must be having the details of scope/nature of work, contract value, schedule/timeline for completion of work.
4. Firm/Organization shall submit separate application for each nature of work. The Agencies/firms/Contractors applying for this empanelment should super-scribe the Trade and Category of work for which they are applying on the Cover of the application e.g. CIVIL WORK-CATEGORY-'IV'.
5. Firm/Organizations shall apply only highest category, under which they want to be empanelled. They will automatically become eligible for lower category works under the same nature of works, subject to their consent for the same. They have also to clearly indicate that in case of non-qualifying in applied category, as per the pre-qualification criteria, whether they are willing to be considered for lower category or not.
6. The firm/organization shall confirm that they meet the eligibility criteria for empanelment mentioned in request proposal. The applications of the firms not meeting the empanelment criteria will be summarily rejected. Also, Application forms, which are not completely/ properly filled and/or not having all the required documents (self attested Xerox copies) may not be considered for processing and are liable to be rejected, summarily. No communication will be sent to the applicant regarding rejection on any ground or not qualifying/considering.
7. Contractors having near relatives in the State Bank of India may not be considered for empanelment. Near relative means spouse, Father (including step father), Mother (Including step mother), Son (including step son) and/or his wife, grandson, daughter (including step daughter) and /or her husband, brother (including step brother) and/or his wife, sister and/or her husband, Father-in-law, Mother-in-law, Brother-in-law and/or his wife, sister-in-law and/or his husband.
8. Application received after stipulated last date will not be considered.
9. The application form shall be signed by a person on the behalf of organization who is duly authorized to do so. Each page of the application shall be properly signed and stamped.

10. The document must be include Forwarding Letter, Application Form, address proof documents, pan copy, VAT registration copy, service tax registration documents, Other Govt. registrations and licenses, labour law related documents, turn over document, balance sheet, solvency certificate, IT return details, empanelment details, work experience details with work orders and completion certificates.

11. The Committee/designated members shall visit some/all of the reference sites of the eligible applicants, as per discretion of the bank. The applicants shall ensure that access to reference sites/contract persons are made available as per the convenience of bank official/s. The responses shall be evaluated on the basis of the laid down terms and conditions and feedback from site visits and short-listing of applicants shall be done accordingly.

12. Applications will be evaluated on the basis of the details mentioned in the application as well as documents/facts and verification of works/ other relevant details available/ observed and required due diligence.

13 The existing/previously empanelled contractors/firms on the panel of this office/ other office of SBI, have to apply afresh, if they are desirous for the same, with the same category or lower/higher category.

14 The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever. The Bank's decision as regards eligibility will be final and binding. No correspondence will be entertained in this regard.

15. The firm should have office in Navi Mumbai/Mumbai or Thane, the address proof of which has to be enclosed. All the communications will be sent to this address.

16. The empanelled contractors may also be engaged for repair & maintenance work of any nature.

17. For obtaining feedback from the existing /previous client/s, where applicant firm has completed work or completing work, applicant firm has to provide correct & full address & email address. In case of non-providing feedback by the client, no score will be awarded, under feedback parameter. For awarding positive score, minimum 50% of the client should provide feedback. In case of non-receipt of feedback within the timeline (which will be mentioned in the communication, sent for obtaining feedback), for any reasons, whatsoever, including incomplete/ incorrect address provided by the applicant firm, bank will proceed accordingly,

without waiting for the same or taking up the matter with the applicant firm and no communication will be made with the applicant firm, in this regard.

18. As bank may award the work on urgent basis, to willing empanelled contractor at pre-approved rates on rotation basis, for the value maximum upto Rs.3.00 lacs (each work), applicants, found suitable for empanelment, will have the option of submission of EMD for carrying out such work.

19.i This EMD amount will be floating and shall be used at the rate of 1% (or as decided by the bank) of work awarded.

19.ii While the submission of EMD and its amount is purely optional on the part of contractor, minimum amount should be Rs. 3000/- . No interest will be paid on this amount.

19.iii If a contractor empanelled for more than one type of work, he has to submit EMD for each work separately for that work and EMD of one work shall not be used for other type of work.

19.iv While the EMD shall be kept with the bank till the next review, bank will be having the option to return the amount at any point of time.

19.v If the value of work assigned (or proposed to assign) to contractor exceeds the 100 times of EMD (or as decided by the bank), they have to submit additional EMD, in proportion to value of work, while submitting bid/s.

19.vi EMD should be in favour of AGM (Estate), SBI, either in the form of DD/ BC or BG. If BG is submitted, then it shall be issued by any bank other than SBI.

19.vii. Merely depositing EMD, will not entitle to applicant firm to get work. Allotment will be solely as per bank's requirement and rates agreed upon.

20. The offers/applications will be opened in the presence of applicants/ authorised representatives, who choose to be present thereat. The authorized representative should bring necessary authority letter on the official letter head of the applicant firm, confirming full & comprehensive authority to deal with all matters relating to the application.

21. If the date of opening of offer/applications happens to be declared as holiday or falls on holiday or non-working day for any reason, the offer shall be opened on the next working day at the stipulated time, without further notice.

22. Submission of responses to the offer will be construed to mean that the applicant has agreed to all the terms & conditions of this offer.

23. The applicant shall also bear all expenses in connection with the preparation and submission of his application / offer.

24. Omission, neglect or failure on the part of the applicant to obtain requisite, reliable and full information on any matter affecting his application shall not relieve the applicant, whose application is accepted from any liability emanating under the contract.

25. While minimum qualifying marks shall 40% in case of Part one and 60% in Part II, selection for empanelment will be limited to top scoring applicants/firms, in each category, depending upon total eligible applications received and our requirement & assessments.

26. The papers/application/documents should be submitted in the serial /order of annexure wise and relevance wise.

27. The empanelment does not provide any right or claim for regular engagement / allotment of work to the empanelled applicant. Allotment of any work or otherwise, will solely depend upon bank's requirement and bidding made by the applicant firm at the material time.

28. Bank may take appropriate action against the empanelled firm, if it is observed that:

- i) Firm is not participating in bidding process regularly.
- ii) While bidding, reasonable rates are not being quoted by the firm and abnormally high rates are quoted.
- iii) In various bids for the similar type of work, fluctuation in the rates is very high, within a short period of time say 3 month .
- iv) Firm is submitting bid in casual manner, without necessary information/papers, resulting in rejection of bid on technical grounds, repeatedly.
- v) Cartel is formed with the other empanelled firms, resulting in hampering the bidding process.
- vi) Empanelled firm is refusing the work.

29. In the case of partnership Firms/Companies, any changes in the Partners/Directors shall be reported to the bank within one month of the date of such change.

30. A contractor shall not apply for empanelment in his name and also in the name of partnership firm/company, where he is partner/director, for the same type/nature & category of work. Empanelment of only one firm shall be done in the name of one person, irrespective of the constitution of the firm i.e. proprietorship, partnership, company. However, this restriction shall not be applicable, where a person is proprietor /partner/director /key person in a firm and minority share holder in other company, without having employment in that

company. Further, it is clarified that same firm or other firm, where partner/director/key person is same, can apply for empanelment of other type of works.

31. After empanelment, if a Contractor wants to get his other firm (with same or different constitution) empanelled, he has to forego empanelment of first firm. However, empanelment of his other firm shall be subject to fulfilling all the eligibility criteria/ parameters/scoring independently and not credit or weightage will be considered for first/empanelled firm.

32. The name, address and other particulars of the Contractors/Firm/Company should exactly match with those mentioned in all the Licenses/Registrations/Certificates issued by various authorities. It is Contractor's responsibility to keep all the Licenses / Registrations/ Certificates issued by various authorities in live. Contractor should produce all the renewed Licenses/ Registrations/ Certificates to the bank well before their expiry.

33. In respect of work completed/executed in SBI during previous 07 years, by the applicant contractors, feedback will be obtained by the concerned officer in-charge/ engineer, users (including residents of bank's owned/rented properties and officials at offices, where work was done). Further, feedback includes verbal feedback also.

34. The firm should have office in Navi Mumbai/Mumbai or Thane, or ready to open the office. The address proof of office/present address to be enclosed. All the communications will be sent to this address.

35. If the manufacturing company of the paint and /or waterproofing takes action, including depanelment or termination of approval/authorization, against the applicant firm/contractor, bank may immediately or any point of time, depanel such firm/contractor, at the sole discretion of the bank.

Annexure A

To:
Asst. General Manager (Estate),
State Bank of India,
State Bank Global IT Centre, Ground floor,

Sector 11, CBD Belapur, Navi Mumbai 400 614

Dear Sir,

Ref: RFP No: GITC/ CGM-OPS/EST/

dated / /2017

I/We have read, understood & examined the offer, alongwith terms & conditions/ other details/formats, the receipt of which is hereby duly acknowledged, including subsequent pre-Bid clarifications/ modifications / revisions, if any, furnished by the Bank and we submit our application for the empanelment for Painting work / waterproofing with relating works (including structural repairing, painting, plaster, allied works) or both. The undersigned is authorized to sign the documents/papers, on behalf of the bidding firm and the document delegating this authority is enclosed with this letter

2. We certify that we have not made any changes in the contents of the empanelment invitation document, including its amendments/clarifications provided by the Bank submitted by us. We shall abide by the terms & conditions spelt out in the bank's notice/empanelment invitation

3. It is further certified that the contents of our Bid are factually correct. We also accept that in the event of any information/ data / particulars proving to be incorrect, the Bank will have the right to disqualify us from the Bid.

4. I/We also understand if any false information is detected at a later stage, including in any future contact made between ourselves and State Bank of India, Estate Department, GITC on the basis of the information given by me/us will be treated as invalid by the State Bank of India.

5. We confirm that we have not induced or attempted to induce any other Bidder to submit or not to submit a Bid for restricting competition. Also, we undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from further bidding process.

6. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the bidding process, or to any person,

(Signature)

Stamp

organization or third party related to the contract in exchange for any advantage in the Bidding, evaluation, contracting and implementation of the contract. We shall abide by all the laws/rules/regulations pertaining to prevention of corruption in force.

7. We understand that you are not bound to accept any particular or all the offers, you may receive. You may reject all or any offer/proposal/application without assigning any reason or giving any explanation whatsoever. I/We agree that the decision of the State Bank of India in selection of the contractors will be final and binding on me/us.

8. We hereby undertake that our name does not appear in any "Caution" list of RBI / IBA or any other regulatory body.

9. We confirm that we do not have any litigation / cases pending against us in any Bank / PSU / State or Central Govt departments. We also confirm that we have not been blacklisted by any Bank / PSU / State or Central Govt Office/ departments for any reasons, except the undernoted (details should be mentioned alongwith period and reasons thereof..

10. If commercial bidding is done through the reverse auction process by the Bank or a company authorized by the Bank, our authorized representative who would participate in the reverse auction process would be possessing a valid digital certificate for the purpose, on behalf of the firm.

11. I/We hereby certify that none of our relatives as per Bank's instructions are employed in State Bank of India. In case at any stage, it is found that information given by me is false/incorrect, State Bank of India shall have absolute right to take any action as deemed fit, without prior intimation to me.

12. I/We also agree that I/We have no objection if inquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Date:

(Signature)

Stamp

Name:

In the capacity of:

For and on behalf of _____

Enclosed: Duly completed application for with all enclosures

2. Letter of authority for delegation of signing power

Annexure: B

EMPANELMENT OF CONTRACTORS/FIRMS
APPLICATION FORM

(INFORMATION TO BE FURNISHED BY THE APPLICANTS)

I. TYPE OF WORK:

Type/ nature of works	Option/ applied for (tick one option)
Painting work	
Waterproofing with relating works (including structural repairing, painting, plaster, allied works)	
Both Painting work and waterproofing with relating works (including structural repairing, painting, plaster, allied works):	

II. CATEGORY FOR WHICH APPLIED FOR:

A. Painting works (exterior, interior, metal, wooden etc):

Category I	Upto 5 Lacs	Separate & simplified application to be submitted
Category II	Work above 5 lacs & upto Rs. 20 Lacs	
Category III	Work above Rs. 20 Lacs & upto Rs. 50 Lacs	
Category IV	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	

B: Waterproofing with related work (including structural repairing, painting, plaster and allied works):

Category I	Work upto Rs. 10 Lacs	
Category II	Work above Rs. 10 Lacs & upto Rs. 50 Lacs	
Category III	Work above Rs. 50 Lacs & upto Rs. 100 Lacs	
Category IV	Work above Rs. 100 Lacs	

	& upto Rs.500 Lacs	
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III. OPTION FOR EMPANELMENT UNDER LOWER CATEGORY, OTHER THAN APPLIED:

In case, firm is not found eligible for the applied category, whether firm is willing to get empanelment in lower category (subject of suitability for that lower category (please tick only Yes or No, without any condition):

Option	Please tick:
Yes	
No	

IV. OPTION FOR EMPANELMENT UNDER LOWER CATEGORY ALSO, INCLUDING APPLIED/ HIGHEST CATEGORY:

If firm is found suitable for the applied category or highest category, as per option mentioned above at the point no. II, whether the firm is willing to empanel under lower category also:

Option	Please tick:
Yes	
No	

1	Name of the contractor/ Firm:	
2	Type of Organisation (whether Sole Proprietorship, Partnership, private Limited or Co-op. body etc.)	
3	Year of establishment of the Firm	
4	Year since the firm is in the line of business/activity, under which application has been submitted	
5	Official/ registered address	

	of the firm					
6	Correspondence address of the firm					
7	Email-ID of the firm					
8	Landline number (with STD code) of the office/ firm					
9	Mobile number of the office/ firm					
10	Name, mobile number & email ID of contact person					
11	Name/s of partners / proprietor/ directors/ key person of the firm (Details of address, contact number, qualification etc to be submitted at Annexure C)					
12	Whether Registered with Govt / Semi Government / Municipal Authorities or any other Public Organisation as CPWD, PWD, MES, Banks etc., and if so, in which class and since when? (Documentary evidence shall be attached)	Name of authority/department	Date of registration/ empanelment	Category/ Class/ work		
13	VAT Registration number (Photocopy to be attached)					
14	Sale Tax Registration number (Photocopy to be attached)					
15	Service Tax Registration (Photocopy to be attached)					
16	Whether the Bidder firm is authorized contractor/applicator for completing the work of waterproofing, by the	Name of company	Product name	Type of product	Per square feet rates	

	company of which product is being used by the contractor i.e. Pidilite, Asian paint, Shalimar, Nilobit or equivalent. (please also enclose certificate/ authorization letter from the respective company)					
17	Registration with NMMC for LBT/Cess (Photocopy to be attached)					
18	Registration for EPF/ RPFC					
19	Registration for ESIC					
20	Registration under the Contract Labour Act					
21	Registration of the Firm as per Shop & Establishment act					
22	Registration number under Labour Welfare Act					
23	PAN No.					
24	Professional Tax					
25	Any work executed, where Green Certification was awarded (enclose copy/ies of certificates & completion certificate by IGBC/GRIHA etc)					
26	Annual turnover for the last years. (Enclose copies of audited balance sheet and profit & loss statements and CA Certificate)	As per format Annexure D				
27	Details of works done during the last 7 years, as per format given in annexure (Copies of work orders & completion certificates must be enclosed)	As per format Annexure E				

28	Details of Works in Hand	As per format Annexure F
29	Details of skilled work force provided.	As per format Annexure G
30	Details of equipments available with the firm –	As per format Annexure H
31	Mention is black listed and / or blacklisting proceedings pending with any client. Details of the same, with reasons, to be be furnished.	
32	Details of disputes /litigations, if any, during the period of last 07 years	
33	Whether any penalty imposed by law enforcing agencies such as labour department, sale tax, service tax, etc.	
34	Details of penalty / liquidated damage imposed by any client for defective /delayed/non-completion of work or violation of terms of the contract, during the last 7 years, ended on 31.12.2016. If yes, please provide details thereof, with reasons.	
35	Whether firm had been barred from participating in the bidding process or kept in cooling period/under suspension by any client, during the last 7 years, ended on 31.12.2016. If yes, please provide details thereof, with reasons.	
36	Please indicate details of any bankruptcy/winding up of proceedings at any point of	

	time in past	
37	Name and address of Bankers and position of financial soundness (Enclose solvency certificate or other relevant papers/documents , refer Annexure I)	As per Annexure I
38	Profit or loss during last 03 years (enclose copy of P&L account and IT Returns) 2015-16 2014-15 2013-14	
39	Covering cum declaration / confirmation letter as per Annexure-A	
40	Whether Firm is having ISO Certification? Mention details	
41	Whether member of any professional body/association. Please give details & enclose certificate viz. IGBC	

List of enclosures/ papers

Sl. No.	Details/ particulars
1	Copies of firm's registration/ certificate of incorporation etc having details of constitution of firm and date of establishment
2	Copies of letters regarding registration/ empanelment of firm with Govt. / Semi Govt Department/ Municipal Authorities etc viz. CPWD, PWD, BMC, NMMC, MES, Bank etc.
3	Copies of VAT registration
4	Copies of Sale Tax registration
5	Copies of Service Tax Registration

6	Copies of membership certificate from the professional body/ies registration under NMMC
7	Copies of registration for LBT
8	Copies of registration under EPF/ RPFC
9	Copies of registration under ESIC
10	Copies of registration contract labour act
11	Copies of registration shop & establishment act
12	Copies of registration under labour welfare act
13	Copies of PAN Card
14	Copies of registration under Professional Tax
15	Copies of Green Certification & related work completion certificate
16	Copies of PL accounts for last 03 years
17	Copies of ISO Certification, if any
18	Details of works completed during last 7 year, as per annexure E, with copies of related papers i.e. work order, completion certificate, value of work etc.
19	Details of annual turnover during last 07 year, as per annexure D
20	Details of works in hand (as per annexure F)
21	Proof of financial soundness/ solvency certificate, (as per annexure I)
22	Copy of bank statement (for atleast last 06 months)
23	Copy of certificate/approval by the paint manufacturing company
24	Copy of certificate/ approval issued by the manufacturing company of waterproofing material
25	Details (specifications, estimated cost with labour etc, durability etc) of waterproofing material is being used/offered by the applicant firm

I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information particulars, copies of certificates and testimonials are not found correct and genuine.

Signature with seal

Place:

Date:

Note: While all the requisite /relevant documents/ papers (duly signed by the authorized signatory with stamp) to be submitted, submission of any other superfluous document to be avoided.

Annexure -C

DETAILS OF DIRECTORS/ PARTNERS/ OWNERS

Sr . no .	Name of Partner/ Director/Ow ner	Academic Qualificati on	Official Designati on	Associat ed with the firm since when & what capacity	PAN numb er	/ Phon e & emai l	Addre ss

Sign & Seal of Contractor

Annexure- D

**FINANCIAL YEAR WISE TURNOVER DETAILS FOR THE
LAST 7 YEARS IN HAND**

Sr. No. (A)	Financial year (B)	Turnover Amount of the firm (in Rs.) (C)	Out of which Civil work (in Rs.) (D)	Out of 'D' value of waterproofing work (in Rs.) (E)	Out of 'D' value of painting work (in Rs.) (E)	Remarks/ reason for abnormal fluctuations in two continuous F.Y.
1	2015-16					

31.12.1 6)	3										
	4										
	5.										
2015- 16	1.										
	2										
	3										
	4										
	5.										
2014- 15	1.										
	2										
	3										
	4										
	5.										
2013- 14	1.										
	2										
	3										
	4										
	5.										

Signature of authorised Signatory, with firm's stamp

Date:

PARTICULARS IN RESPECT OF WORKS IN HAND

[illegible]

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Signature of authorised Signatory, with firm's stamp

Date:

Annexure-G

**DETAILS OF MANPOWER WITH TECHNICALLY SKILLED
OR UN-SKILLED**

Sr. No .	Name of perso	Designatio n	Functions / roles	Academic qualificatio n	Wit h the	Experience (in years) as (mention	Remarks regardin g skill
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	n				firm sinc e	role/ designation)	etc

Signature of authorised Signatory, with firm's stamp

Date:

Annexure- H

DETAILS OF EQUIPMENTS/MACHINERY/TOOLS ETC*

Sr. No .	Name & model of equipmen t/ tools /machiner y	Function of equipmen t/ machiner y	Value of each Machin e	Total number of equipmen t/ machine	Age: machin e wise	Broad category i.e. safety, scaffoldin g,	Remark s

*Details only in respect of functional and owned by the firm to be mentioned

Signature of authorised Signatory, with firm's stamp

Date:

ANNEXURE –I

SOLVENCY CERTIFICATE WITH BANK'S DETAIL

This is to certify that M/s _____ address _____ is a customer of our bank and banking with us for the last years. Presently, the firm has availed undernoted banking facility/ies:

Sl. no.	Facility	Type of a/c	Present balance	Average balance during last 6 months

2. The conduct of firm's & key person's account have found to be satisfactory. As per the basis of credit facilities provided to the firm/ turnover in the accounts/ details available with us, the firm can be treated as good for any engagement up to a limit of Rs._____ (Rupees _____).

3. This certificate is issued on the basis of bank's record/ transactions with the bank, without any guarantee or responsibility on the bank or any of the officers, with confirmation that facts mentioned herein as per our record.

(Signature of Branch Manager with Seal)

Note:

1. Banker's certificate should be on the letter head of the scheduled commercial bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the bank.

Annexure J

EVALUATION MATRIX

Evaluation Information

The bidder should fill the table below and submit documentary evidence for all the particulars mentioned.

TECHNICAL BID EVALUATION: Part - I

Sr. no.	Particulars	Maximum Marks	Marks Obtained	Mention the name of documents attached/basis of scoring.
1	Average annual turnover of the Company as per Audited Balance Sheets as on 31 st March 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016			
	<i>> 100% of the category applied</i>	8		
	<i>> 75% of the category applied but ≤ 100% of the category</i>	5		
	<i>> 50% of the category applied but ≤ 75% of the category</i>	4		
	<i>> 30% of the category applied ≤ 50% of the category</i>	2		
2	Value of Largest single project handled in the last 7 years			
	<i>> 400% of the amount, for which category applied</i>	8		
	<i>> 200% of the amount, for which category applied but ≤ 400% of the amount, for which category applied</i>	6		
	<i>> 100% of the amount, for which category applied but ≤ 200% of the amount, for which category applied</i>	4		
	<i>> 80% of the amount, for which category applied but ≤ 100% of the amount, for which category applied</i>	2		
3	Number of years of experience in the applied category			
	<i>above 15</i>	8		
	<i>above 10 ≤ 15</i>	6		
	<i>above 8 ≤ 10</i>	4		
	<i>7 and above but ≤ 8</i>	2		
4	No. of Employees on payroll			
	<i>above 6</i>	5		
	<i>4 to 6</i>	3		
	<i>2 to 3</i>	2		

	<i>1</i>	1		
5	No. of Employees on payroll, who are technically qualified			
	<i>> two persons with diploma civil/ architecture or one person with Degree in engineering /architecture</i>	4		
	<i>two persons with diploma civil/ architecture or one person with Degree in engineering /architecture</i>	3		
	<i>two persons with diploma civil/ architecture or one person with Degree in engineering /architecture</i>	2		
	<i>one person with diploma civil/ architecture</i>	1		
6	ISO Certification			
	<i>Available</i>	2		
	<i>Not Available</i>	0		
7	Whether the applicant firm had completed/executed works in undernoted types of clients (subject to minimum 02 works valuing 40% each of the maximum category applied)			
	<i>Govt /PSU+ Private</i>	3		
	<i>Govt / PSU</i>	2		
	<i>Private</i>	1		
8	Constitution of the applicant firm			
	<i>Public Ltd.</i>	4		
	<i>Private Ltd.</i>	3		
	<i>Partnership</i>	2		
	<i>Others</i>	1		
9	Firm is registered with numbers of govt. departments/municipal authorities viz. CPWD, State PWD, BMC, NMMC, MES, etc.			
	<i>>2</i>	4		
	<i>>1 but <= 2</i>	3		
	<i><= 1</i>	2		
10	No of contract executed during last 7 years, with minimum value of 40% of maximum amount of the category applied			
	<i>above 20</i>	5		
	<i>above 12 <= 20</i>	3		
	<i>above 6 <= 12</i>	2		
	<i>3 and above but <= 6</i>	1		
11	<i>Position of financial soundness of the firm on the basis of solvency certificate and / or other relevant documents/evidence</i>			

	> 100% of the category applied	5		
	> 75% of the category applied but <= 100% of the category	4		
	> 50% of the category applied but <= 75% of the category	3		
	> 30% of the category applied <= 50% of the category	1		
12	Educational qualification of the proprietor/partner/director/key person			
	Degree in Engineering / Architecture or above	5		
	Graduate (other than technical) or diploma in Engineering / Architecture	3		
	Intermediate (10+2) (other than technical)	2		
	At least metric (other than technical)	1		
13	Whether applicant firm is having required tools/equipments/machines or being hired/taken on rent?			
	Adequately available	2		
	Partially available or not available	0		
14	Whether applicant firm has timely completed the work?			
	100% of work completed within time frame, without giving extension?	10		
	100% of work not completed within time frame, but extension of time was given by the client?	7		
	In 25% of work executed/assigned to applicant firm, time line was exceeded.	3		
	In 50% of work executed/assigned to applicant firm, time line was exceeded.	1		
	In 80% of work executed/assigned to applicant firm, time line was exceeded.	0		
15	Whether the applicant firm is also approved by the respective company (of which products are being used), in respect of both types of products viz. Waterproofing and Painting (irrespective of the fact, whether applied for Painting work or Waterproofing work or both)			
	Yes	5		
	No	0		
16	Consistency in execution of work during last 7 years			
	At least 10% of the total work done in 7 year have been done in each year or if not, each year work/turnover is in increasing order	5		
	At least 20% of the total work done in last 7	3		

	years, have been done per financial year, in atleast 4 years in last 7 years or if not, each year work/turnover is in increasing order			
	At least 25% of the total work done in last 7 years, have been done per financial year, in atleast 3 years in last 7 years or if not, each year work/turnover is in increasing order	1		
17	<i>Whether firm is having undernoted approvals/registrations/qualifications? (Photocopies to be attached: one mark for each sub-parameter)</i>	11		
	1) Registration of the Firm as per Shop & Establishment act -			
	2) Registration under the Contract Labour Act.			
	3) Registration number under Labour Welfare Act.			
	4) PAN No.			
	5) RPFC - Registration number			
	6) ESI – Registration number			
	7)VAT – Registration number			
	8) Service Tax Registration			
	9) Sale Tax registration			
	10) Professional Tax			
	11) Registration with NMMC for LBT/Cess			
18	Any work executed, where Green Certification was awarded (enclose copy/ies of certificates & completion certificate by IGBC/GRIHA etc)			
	yes	2		
	no	0		
19	Whether applicant firm is having independent office within Navi Mumbai /Mumbai/Thane, with landline number in the name of firm?			
	Yes	2		
	No	0		
20	Whether firm is running in profit, during last 3 financial years?			
	Yes	2		
	No	0		
21	Mention is black listed and / or blacklisting proceedings pending with any client. Details of the same, with reasons, to be be furnished.			
	Yes	-5		
	No	0		
22	Details of disputes /litigations, if any, during the period of last 07 years			

	Yes	-5		
	No	0		
23	Whether any penalty imposed by law enforcing agencies such as labour department, sale tax, service tax, etc.			
	Yes	-5		
	No	0		
24	Details of penalty / liquidated damage imposed by any client for defective /delayed/non-completion of work or violation of terms of the contract, during the last 7 years, ended on 31.12.2016. If yes, please provide details thereof, with reasons.			
	Yes	-5		
	No	0		
25	Whether firm had been barred from participating in the bidding process or kept in cooling period/under suspension by any client, during the last 7 years, ended on 31.12.2016. If yes, please provide details thereof, with reasons.			
	Yes	-5		
	No	0		
27	Please indicate details of any bankruptcy/winding up of proceedings at any point of time in past			
	Yes	-5		
	No	0		

Maximum Score for Part – I of Technical Bid Evaluation: 100 marks

Minimum marks required for qualifying in the Part – I (Technical Bid Evaluation): 40 marks

TECHNICAL BID EVALUATION (SITE VISIT): Part - II

Site visit by a panel from the Bank to one or more sites out of the sites whose reference is given by the bidder. During site visit, the members will evaluate the work being performed by the contractor at the site and its suitability for the Bank, which will be based on, but not limited to, the following criteria:

Sr. No.	Particulars	Maxi. Marks	Marks awarded*	Remarks*
A	Regarding completed works/projects			
1	Observations regarding Quality of works/ finish			
	(Total marks : 09)			
i	Quality of work	3		
ii	Whether repaired/replaced within liability / warranty	3		
ii	Quality of finish	3		
B	Regarding work in progress:			
i	Workers wearing uniform, i-card etc	2		
ii	Whether adequate safety measures adopted	2		
iii	Quality of materials available at the site / being used	2		
iv	Quality / position of equipments/ tools being used	2		
v	Mechanization of operations, as per requirement/nature of work	2		
vi	Maintenance of records/registers regarding site material, workers, works, etc	2		
vii	Whether work is running as per schedule	2		
C	Verbal feedback/opinion or written feedback received from the clients served by the applicants on the basis of Cleanliness, Speed of complaints redressal, use of eco friendly material, mechanization of operation, Frequency of training provided to workers, etc.	7		
		30		

* Marks will be awarded, on the basis of site inspection/ observations of bank's officials and records/ facts produced before them. No contention/claim, in this regard, shall be entertained.

Maximum Score for Part – II (Site Visit): 30 marks

Minimum marks required for qualifying in the Part – II (Site Visit): 18 marks

The bidder has to obtain minimum qualification marks in both Part-I & Part-II of TECHNICAL BID EVALUATION (MATRIX) for considering them for empanelment. However, our total firms, secured minimum qualifying marks, will be assessed on the basis of total (overall score, combining score obtained in both the matrix) and top scoring firms will be empanelled, on the basis of total offers/applications received and bank's requirement.

Note: The Bank will use criteria and information in addition to what has been asked above for evaluation. This would include, but may not be limited to, verification of references given by the contractor, evaluation of contractor's existing work by making site visits, etc. Decision regarding awarding mark/s or otherwise in any parameter/ sub-parameter will be taken by the bank's officials/ committee constituted for the purpose and binding upon all the firms/applicants.

Signature of Authorized Representative _____

Name of Authorized Representative _____

Date: _____

Place: _____

[Authorized Signatory]

Sign & Seal of Contractor