

NOTICE FOR EMPANELMENT OF FURNITURE WORK (WOODEN), RACK ETC FOR BANK'S BRANCHES / OFFICES ALL OVER SAURASHTRA

Saurashtra Gramin Bank, Head Office, Rajkot invites application (As per Annexure-1) for empanelment of firms/ Contractors of repute for above mentioned offices all over Saurashtra. This empanelment of firms Contractors will be for a period of three years which may be extended or curtailed at the sole discretion of the Bank.

Contractors/firms who are desirous of empanelment should have sufficient number of experienced personnel, technical know- how, equipments, instruments and other resources to complete the projects well in time by adopting cost effective methods with superior quality of material & workmanship as per standard specifications.

"Application by those firms/Contractors who do not submit Performance Certificates from their previous employers are liable to be summarily rejected". The Bank reserves the right to verify the particulars furnished by the applicant independently.

The criteria for assessment of the contractor/ firms placed on the preliminary select list will include quality consciousness, quality of finishes, timely execution, integrity as regards working, ease in settling extra item rate, litigation if any involving arbitration/ court of law, financial soundness, magnitude of works handled etc.

The criteria for selection will include

1. Contractors / firms who have registered with Govt./ Semi-Govt. / PSU / Banks / Reputed Organizations.
2. Having experience of minimum 3 years in respective fields.
3. PAN (Income Tax Number).
4. Average annual financial turnover during last 3 years ending 31.03.2016 should be 10 lacs or more.

Applications complete in all respect along with relevant documents & in Bank's format duly super scribing "Empanelment for furniture and steel items in sealed envelope should reach at the following address on or before 08.12.2016

The General Manager
Saurashtra Garmin Bank
Head Office
S. J. Palace, Gopalnagar,
Dhebar Road,
Rajkot 360 002

INSTRUCITONS 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, and technical personnel in their organization competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
2. While deciding upon the empanelment of Firms/ Contractors, 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 Bank.
3. Decision of the Bank in regard to selection of Firms/ Contractors will be filial. 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 persons/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 Performa,
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons /organizations who resort to canvassing will be liable to rejection.
8. The applications, which are received after due date and time, are liable to be rejected.
9. Bank reserves the right to reject any/all applications without assigning any reasons, whatsoever therefore. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Rajkot.

APPLICATION FORM

PRE QUALIFICATION OF CONTRACTOR/ FIRMS

FOR EMPANELMENT OF FURNITURE AND STEEL ITEM SUPPLIERS

Please strike off which is not applicable

1	Name of the applicant/ organization	
	Full Postal Address of Firm	
	Contact Detail" (i) Phone No. (ii) Mobile No. (iii) Fax No.	
2	Year of establishment Please enclose documentary evidence	
3	Constitution of Firm (Enclose certified copies of documents as evidence)	Sole proprietorship / Partnership /Private Ltd. / Ltd. Co. / Any other (Please specify)
4	Name of the Proprietor/ Partners/Directors of the organization /firm Enclose certified copies of document as evidence.	
5	Name/s of signatory with designation	
6	Mode of Authorization Enclose certified copies of document as evidence.	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
7	Details of registration-Whether partnership firm, company, etc. Name of registering authority, date and registration number Enclose certified copies of document as evidence.	
8	Whether registered with Govt./ Semi Govt./ Banks/ CPWL Municipal Authorities or any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence).	YES/NO
9	No. of years of experience in the field and details of work in any other field.	
10	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & loss A/c (Audited) for the last 3 years.	2013-14 2014-15 2015-16 Average
11	Banker's Details 1. Banker's Name 2. Full postal address	

	3. Telephone No. 4. Account No. 5. Type of Account	
12	Bank Solvency Limit (Please enclose latest Solvency certificate from the Banker)	
13	PAN No. (Income tax) Enclose certified copies of document as Evidence	
14	Whether registered with sales tax department, if yes, CST No. State ST No. VAT/TAN No. Please enclosed documentary evidence	
15	Service Tax No. Please enclose documentary evidence	
16	Whether last three years IT returns filed (PI. enclose certified copies of the IT return of the year 2013-14, 2014-15, 2015-16)	
17	Details' of similar works executed & completed	Please fill up enclosed Annexure 1 & enclose copies of work completion certificates.
18	Details of similar works on hand (Proforma-2)	Please fill up enclosed Annexure-II & enclose copies of LOI/ work order/ agreement.
19	Details of Key Personnel Permanently employed (Proforma-3)	
20	Other infrastructural information to be Used/ referred for this project (Proforma-4)	Please fill up enclosed Annexure-IV
21	Furnish the names of -3- responsible persons along with their address, Tele. 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	1 2 3
22	Whether any Civil Suit/ litigation arisen in contracts 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, status of pending litigation	
23	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	

I/We have read and understood the Press notice, Pre-qualification Notice & this Application form along with Annexure and my /our firm full fills the ELIGIBILITY CRITERIA FOR PRE- QUALIFICATION described in Pre-qualification notice.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for pre-qualification.

I /We understand that if any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.

I /We also understand that partly / wrongly filled application and / or applications not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.

I / We understand that this is merely an application & does not entitles us to be necessarily pre-qualified by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM
PLACE:

(SIGNATURE OF AUTHORIZED SIGNATORY)
NAME:

Note: Please enclose all the Annexure with relevant supporting documents.

To,
The General Manager
Saurashtra Gramin Bank
Head Office
S. J. Palace, Gopalnagar,
Dhebar Road,
Rajkot 360 002

Annexure-I

LIST OF SIMILAR PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 5 YEARS

Sr. No.	Named Work/ project with address	Name &. full postal address of due owner specify whether Govt. under taking along with name, address and contact No. of 2-persons	Contract amount (Rs.) with copy of work order and completion certificate from project in charge	Stipulated time of completion (months) enclose clients certificate for satisfactory completion	Actual time of completion (months)	Actual amount of the project cost, if increased, give reasons	Remarks
1	2	3	4	5	6	7	8

NOTES:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Date shall be reckoned as on 31.03.2016.
3. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant

LIST OF SIMILAR WORKS ON HAND

Sr. No.	Named of Work/ project with address	Name & full postal address of the owner specify whether Govt. under taking along with name, address and contact No. of 2-persons	Contact mount (Rs.) with copy of work order from project in charge	Stipulated time of completion (months)	Present status of the project	Any other relevant information
1	2	3	4	5	6	7

NOTES:

Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".

Name of Authorized signatory

Sign & seal of the applicant

Annexure-III

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

Sr. No	Named of Partners, Directors, Employees having Technical Qualification	Designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amts	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9	10

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.

Name of Authorized signatory

Sign & seal of the applicant

OTHER INFORMATION

Sr. No.	Particulars
1	OFFICE INFRASTRURE
2	WORKSHOP FACILITIES a. Location b. Land Area c. Type of structure d. Type of facilities
3	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this pro forma only. Do not write as per enclosed sheet/ brochure.

Name of Authorized signatory

Sign & seal of the applicant

SAURASHTRA GRMIN BANK

HEAD OFFICE, RAJKOT

QUOTATION

Name of Work: Branch renovation: Furniture / counter work:

Sr. No.	Description	Quantity	Rate	Unit	Amount
1	Clerical counter made of 18mm thick. Ply at top and side and.12mm at front for straight of 4 mm the ply × 3 nos. for curved parts as per BWP grade of approved make. The width of counter will be 2'9" and height will be 2'-6". The counter will have provision for key board tray, CPU trolley for each person. On right hand side one 6" drawer with lapping Patti and Godrej lock, handle and one 17" CB with night latch lock, handle should be provided, The inside, of counter shall be well painted with synthetic enamel paint. 12mm Glass panel to be provided with wooden support 2"X 2" size, with brass socket, Front glass panel (avq. Ht 14") to be provided as per profile of, the counter edge in the plan complete with wire manager Designed 35mm x 20mm half round Patti with melamine polish shall be fixed in top edge of counter. The horizontal surface of counter should be with 1.5mm thick			RFT	

	laminates of ivory shade colour and vertical surface with 1.00mm thick laminates of 3" band at bottom and 9" band at top with American walnut shed laminates (Greenlam) and middle band with Rising beech shade laminates (Greenlam) or similar shades of other approved company.				
2	<u>Cash counter</u> as per above design and fitting, with change in drawers and portion above writing top. Table top at 2'6" ht and customer top at 3'9" ht. made of 18mm ply as per BWP grade with 1.50mm thick laminate and 12mm thick plain Modi glass. On right hand side one 3" drawer, with coin and note provision one. 5" drawer and one 17" CB. With approved channel, handle shall be provided. The width of customer top 15" with 1.5mm laminates of ivory shade. The other details will be as per clerical counter and will have to be done individually as per layout.			RFT	
3	<u>Cash partition:</u> Providing and fixing partly solid/ partly Aluminum grill partition made from 40mm x 20mm cheel wood frame covered with 6mm the ply on both side finished with groves and different two colours as clerical counter of 1.00 mm the Laminate. Powder coated (brown colour) Aluminum grill of 7.5 mm thick having approx weight 337 Gm/F12. The maximum opening of hole will be 47mm x 57mm with rubber wood beading finish with melamine polish. The item include, provision of door of 3"x11/2" wooden top, mid. Bottom, vertical frame, both vide 6mm ply, laminated 1.00mm at			SFT	

	bottom. At top Aluminum grill with lipping Patti, melamine polish, hinges s.s. pin, deadlock of Laxmi make 4 livers handle etc as per design.				
4	Powder coated. (brown colour) Aluminum grill at top of cash suitably fixed at top. The details of. Aluminum grill panel.			SFT	
5	<u>Full ht. partition for server room:</u> Same as item 3, but transparent 5mm modi glass instead of Aluminum grill panel.			SFT	
6	Low ht partition: Same as, item No.5 but with door provision and exposed edge to be finish with 3"x1.5" Rubber wood frame, finished with melamine polished and 5mm th. Frosted glass panel 1' ht. with lipping Patti as per design.			SFT	
7	Work station for officer made of 18mm thick Ply of approved make as per: B.W.P. grade. The overall 'size with side unit will be 5'X4". Provision of key board tray, and CPU trolley to be made below writing to. On right hand side of Work station one 3" drawer & three 5" drawer and shall be provided. All the drawers should be provided with side mounting slides of approved make. On left hand side unit with sliding shutter shall be provided. The size of sliding shutter will 2'x 2'6". All the drawers/CS should be provided with group locks of approved make. All the molding rubber wood lipping Patti shall be well melamine polished. The workstation shall be well painted by synthetic enamel paint from inside. Cable manager 3" diameter shall			NO	

	be provided on top of workstation at required place. The front of workstation will be 12mm ply. The horizontal surface of counter should be with 1.5' mm thick laminates of ivory shade colour and vertical surface 1.00 mm thick laminates of 3" band at bottom and 9" band at top with" American walnut shade laminates (Greenlam) and middle band with' Rising beech shade laminates (Greenlam) of similar shades of other approved companies.				
8	<u>Workstation for Manager</u> as per above specification but size will be 72" x 60" i.e. 6'x3' writing top and 2'x1'4" side unit.			NO	
9	Clerical work station as per above design and specification with over all size of 4'6"x4'. Drawer on right hand side shall be provided as above.			NO	
10	<u>SIDE RACK</u> Side rack made of 18mm thick IS-303 grade ply of 30" height. The bottom, side, shelves, shutter and top will be made out of 1-8mmply, with lamination of front side and top The back will be of 6mmni ply. The cupboard shall have openable shutters with S.S. hinges 3" long. The handles will be of 3" powder coated, 3" long powder coated stopper, magnet catcher, EG make group lock with suitable beading patti, entire cupboard shall be well painted.			RFT	
11	Supply and fixing of door, closer of EVERITE make /EG make/ Mark make.			NO	
12	Providing and fixing full glass/			SFT	

	single/double leaf door shutter with 12 mm thick glass fixed in 5"x2" teak member at top, vertical sides, middle and bottom as per design. The rate includes SS glass handles back to back (Dunex make code GH7) or equivalent, floor spring etc. 6" long tower bolt, stopper, dead lock of Laxmi make 4 levers, handles etc as per details. The teak member to be polished using lacquor, shutter size 3'6"x7".				
13	Supply of revolving chairs having blue colour tapestry of Rs.200/- R.Mtr of approved make having 5 pronged powder coated base with double wheel castors, back with 2" and seat with 2.5" thick rubber foam and 1" thick high density U foam supported on steel frame. a) Low back without handle. b) Low back with handle. c) Medium back with handle. d) High back with handle.			NO NO NO	
14	Server table: size 30"x20"x30" with space below the top for keeping server. Top to be covered with 1 m.m. cover of sunmica & sides to be covered with 0.8 m.m. sunmica bases of 3 inches with 19 m.m. ply.				
15	<u>WRITING TABLE FOR PUBLIC</u> At lop of writing table With provision of boxes for keeping stationery. A desk is to be made from. 12mm thick ply with both side laminate finished shall be provided. All the surface of table should be finished with 1 .00mm thick laminate. The make of laminate will be of Green laminate of Royal touch or Sundeck or Declaim. The inside of table shall be well painted with applying putty synthetic enamel paint of Asian or Deluxe or Nerolack make to get smooth and even surface. All the expose edge of plywood is to be protected with teak wood moldings patti.			NO	

	The writing table complete in all respect to be made and erected at site as per Bank's instruction. All moldings Patti shall be well Asian melamine polish.				
16	Providing and fixing wall panel board 6mm ply marine Grade (IS 710) of approved make and finished with 1.00mm thick lamination supported on 38 x 50 mm thick lamination supported on 38x50mm teak wood frame.			SFT	
17	Providing & supply of perforated visitor seater on hollow pipe with powder coating. A. Two seater B. Three seater				