

NOTICE FOR EMPANELMENT OF FURNITURE WORK, STEEL ITEMS LIKE CUP BOARD, FILING CABINET, 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 31.03.2011 should be 10 lacs or more.

Applications complete in all respect alongwith 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 09/07/2011

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

## INSTRUCITONS TO THE APPLICANTS FOR FURNISHING INFORMATION AS A PART OF APPLICATION FQR EMPANELMENT

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, 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 pro forma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the pre forma and serial number. Separate sheets shall be used for each part. However, the format shall be is per proforma,
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.	2008-09 2009-10 2010-11 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 (Pl. enclose certified copies of the IT return of the year 2010-11, 2009-10, 2008-09)	
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	
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I/We have read and understood the Press notice, Pre-qualification Notice & this Application form along with Annexures 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 / annexures 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

(SIGNATURE OF AUTHORIZED SIGNATORY)

PLACE:

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

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 31.03.2011.
3. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign &amp; 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

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 &amp; 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