



PREMISES AND MAINTENANCE DEPARTMENT

PRATHAMA BANK , HEAD OFFICE,
PRATHAMA BHAWAN
RAMGANGA VIHAR, PHASE II, MORADABAD
244001

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EMPANELMENT DOCUMENT

This document consists of the following:

- Notice inviting applications for empanelment of suppliers, and service providers.
- General rules and instructions to the intending applicants.
- Scope, cost wise sub-classification and eligibility criteria for each category.
- Application format for empanelment .

Note: Existing panel of Contractors and Suppliers and service providers should apply afresh.

NOTICE FOR EMPANELMENT OF SUPPLIERS AND SERVICE PROVIDERS.

Applications are invited in the prescribed format for empanelment of suppliers and Service providers for executing the works of the Bank's branches/ offices coming under the Moradabad, Rampur , Sambhal , & Amroha Distt. In Uttar Pradesh.

The intention of this notice of empanelment is to maintain separate panel of suppliers for various traits, the details of which are as under and service providers.

1. Suppliers and Service Providers for :

- Supply and maintenance of Air Conditioners
- Glow Sign Boards
- Note Counting Machine
- Office ready furniture supply

The eligible and interested consultants, contractors and suppliers may collect the “**Document for empanelment**” from the above office by paying non-refundable fee of Rs.500/- (Five Hundred only) by way of Cash/DD favouring “Prathama Bank Head Office” payable at Moradabad.

All contractors & suppliers & service providers in the existing panel need to apply afresh.

Alternatively, the document can also be downloaded from the website of Bank namely www.prathamabank.org and document fee can be submitted (in the form of DD) along with filled in document. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as ‘Application for EMPANELMENT of (Category name) - 2017’ and **shall be submitted to the above mentioned office of PRATHAMA BANK ON or BEFORE 08.12.2017 by 4.00 PM.**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 10.11.2017

**Sd/-
. GENERAL MANAGER**

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled suppliers/service providers and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. The details of the applicants and their experience shall be furnished in the prescribed “Application Format” only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. The suppliers, and service providers who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers superscribing in the envelope the category of work applied for.
4. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
5. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
7. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
8. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.

9. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
10. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. **Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled vendors/suppliers will only be informed by post.**
11. If the information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
12. Applications received after the due date and time are liable for rejections.
13. The empanelment shall be valid for a period of **THREE YEARS** from the date of intimation letter to the shortlisted vendors. **The validity period may be extended by bank for further period of ONE year only depending on the exigencies of the work.**
14. The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
15. Prathama Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
16. The Suppliers and Service Providers who are in present panel should also submit the application afresh.
17. The Bank reserves the right to purchase any item/avail any services from any vendor/ suppliers/service providers who is not empanelled with it.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

The Premises and maintenance department of Prathama Bank, Head Office is managing and renovating various Branch Premises at various locations of Distt. Moradabad, Rampur, Amroha & Sambhal. The intention of this notice of empanelment is to maintain separate panel of, Contractors and Services Providers for various traits.

GENERAL ELIGIBILITY TERMS AND CONDITIONS, COMMON TO ALL CATEGORIES

The Suppliers & Service Providers should have the following minimum eligibility criteria:

1. All class of Suppliers & Service Providers must be Income Tax Assessee. They should submit copy of the income tax PAN, VAT, Service tax certificate with valid registration number. The contractors, otherwise eligible but not an Income tax assesses, will not be considered for empanelment.
2. They (Suppliers & Service Providers) should have undertaken works in Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions and other reputed private firms during last 6 years prior to 31.03.2017 for
One project costing 80% of the class limit
OR
Two projects costing 50% of the class limit
OR
Three projects costing 40% of the class limit
during the last Five years prior to 31.03.2017.
3. The applicant shall have the average annual financial turnover of atleast 30% of the value of the class limit in the respective category during last 3 years ending with 31.03.2017.
4. The Supplier should be original manufacturer (OEM) / Direct Dealer / Supplier of the items having wide dealer and service network in the geographical Jurisdiction of Moradabad, Rampur, Amroha ,Sambhal and good network in U.P.state of India. They should be established in this field for minimum of 5 years. They should have an Authorisation Letter of dealership which should be valid for a further period of minimum THREE years from 31.3.2017.
5. The Contractors, Suppliers and Service Providers should provide details of the personnel, equipment and manufacturing facilities.
6. The Contractors, Suppliers and Service Providers should be able to provide qualified service engineers for attending the problems if any during the Warranty/ AMC period. The availability of services of the engineers should be ensured by them. Qualified Engineers / Technicians should be an employee of the company/Firm.

7. They should supply and install the required items at uniform rates in all our branches in the Moradabad, Rampur, Amroha, Sambhal without additional / differential freight charges.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. If other things being equal, the professionally qualified contractors , suppliers & service providers who have undertaken the works for Govt. organizations and which are having the good experience in contacting administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.

Bank Officials may visit the Office Premises/ Work Sites / Official sites of Contractors/ Suppliers/ Service Providers for verification purpose. From such panel, competitive offers/tenders will be called for specific works.

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR SUPPLIERS AND SERVICE PROVIDERS

SUPPLIERS AND SERVICE PROVIDERS:

Empanelment of Contractors and Service Providers is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works in lower cost limits.

The various Categories & Cost limits are furnished below :

Sl. No	Category	Value of the works upto which the consultant can participate (amount in lakhs)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	AIR CONDITIONING EQUIPMENTS (Supply and Maintenance)	1	5	25	-
2	Supply and fixing of Iron/steel Board with painting & Retro / vinyl sheet	-	5	10	20
3	GLOW SIGN BOARD	0.50	2	5	-
4	NOTE COUNTING / FAKE NOTE DETECTOR/NOTE SORTING MACHINE DEALERS / SUPPLIERS	-	5	10	20
5	OFFICE READY FURNITURE SUPPLIERS	-	5	10	20
6	STRONG ROOM DOORS, FBR SAFE	-	5	10	30
7	Supply and installation of Iron Bench, Chrome plated Bench & Iron Rack, Monkey Cage	-	10	25	50

Eligibility: (Common pre-requisites for all categories of Contractors/vendors)

The applicant should have the following minimum eligibility criteria:

- The applicant should have undertaken below indicated amount of works in Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 5 years prior to 31.03.2017:

- One project costing 80% of the class limit
- **OR**
- Two projects costing 50% of the class limit
- **OR**
- Three projects costing 40% of the class limit

- The applicant should be an assessee of Income Tax and must possess GST Registration. Should submit copy of the income tax PAN, GST, Service tax certificate with valid registration number.
- The applicant shall have the average annual financial turnover of atleast 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2017.
- The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical jurisdiction of Moradabad, Rampur, Amroha , Sambhal. They should be established in this field for minimum of 5 years. If the Bidder is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum 3 years. If not 3 years, there should be scope for further renewal of the authorized dealership after expiry.
- The supplier shall provide details of the personnel, equipment, and manufacturing facilities.
- Submit solvency certificate from nationalized / scheduled Bank issued within one year for an amount equal to 50% of the respective category.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works. The following are specific to each discipline of works.

1. Air conditioner equipments suppliers/Maintenance of ACs (AMC):

The Air-conditioner units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners, cassette and centralized units and should be direct dealer and have good service network in Distt. Moradabad , Rampur , Amroha, Sambhal. The service providers for ACs should be ready and well equipped for maintenance/servicing of all the ACs supplied to the branches and offices of the bank.

The supplier/dealer should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period

Supply and installation of Iron Bench, Chrome plated Bench & Iron Rack, Monkey Cage :

The suppliers should have minimum 5 years experience in supplying of Iron Rack, Iron Bench, Chrome plated Bench , Monkey Cage to offices , preferably to Banking institutions. The items will be supplied as per Bank specifications.

3. Supply and fixing of Glow Sign Board :

The scope of works includes fabrication, supply, erection and fixing of various sized branch name boards like box type glow sign (back Lit) boards, non lit Boards, Front lit boards using Bank approved make Flex material and vinyl material, One way visibility vinyl stickers etc. The agencies who have experienced in these type of works may apply. The agencies who have owned computerized vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.

- The suppliers should have at least 3 years of experience in the field of signage solutions and should have a wide dealer and service network in the geographical jurisdiction of Distt. Moradabad, Rampur, Amroha, Sambhal.
- The signage solution providers must ensure that their products are warranted under 3M Solution India Pvt. Limited.

4. Supply and fixing of Iron/steel Board with painting /Retro / vinayal sheet :

The scope of works includes fabrication, supply, erection and fixing of various sized branch name Boards. Bank approved make Retro and vinyl material and paint. One/Two way visibility Retro/vinyl stickers etc. The agencies who have experienced in these type of works may apply. The agencies who have owned computerized Retro/vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.

- The suppliers should have at least 3 years of experience in the field of signage solutions and should have a wide dealer and service network in the geographical jurisdiction of Distt. Moradabad, Rampur, Amroha, Sambhal.

5. NOTE COUNTING / FAKE NOTE DETECTOR/NOTE SORTING MACHINE

DEALERS / SUPPLIERS: They should have minimum of 5 years experience in the activity of supply and maintenance of currency Note Authenticator / Note Counting / Note Sorting Machines capable of detecting , suspected counterfeit notes as per latest RBI guidelines. The Model quoted by the supplier should have been released / operational in the market for at least 12 months. Model offered by the Vendor should have passed the testing done at National Test House, Chennai in recent time. The test should comply the technical specifications & guidelines on Note Authentication and Fitness Sorting Parameters (Testing procedures). Copy of recent Test Certificate from National Test House, Chennai (Govt. of India), complying bank's Technical specifications & testing procedure should be submitted.

guidelines on Note Authentication and Fitness Sorting Parameters (Testing procedures). Copy of recent Test Certificate from National Test House, Chennai (Govt. of India), complying bank's Technical specifications & testing procedure should be submitted.

6. Office Furniture Suppliers: The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, fire resistant cabinets etc. and who have supplied/executed such ready items are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

7. Supply and installation of Strong Room Doors, FBR Safes:

The suppliers should have minimum of 5 years experience in supplying Strong Room Doors, FBR Safes to large Offices, preferably to Banking Institutions. The items supplied must be certified by BIS (Bureau of Indian Standards). The

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF

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(Write correct choice SUPPLIERS And service providers)

CATEGORY (type of work)

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Class (if any)

A / B / C / D

Demand Draft Details :

Demand Draft No. _____ Amount : Rs. _____ Issuing Bank : _____

1. Name of the Applicant :

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Address :

Telephone No.

Office :

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Residence :

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Mobile :

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Fax :

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E-Mail ID

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2. Turnover of the Company/firm

(Please attach copy of audited balance sheet and profit and loss account for three years).

Sl. No.	Year	Turnover
1	2016-17	
2	2015-16	
3	2014-15	

3. Registration with Government / Public Sector / Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

8. What are your fields of Core Competence? Mention the fields on preference Basis

1)

2)

3)

9. Details of the works executed during the last 2 / 5 years (for Class-D contractors – 2 years & 5 years for class- A, B & C contractors and Consultants)

(please mention only such works which qualifies for eligibility criteria)

Note: Copies of satisfaction reports are to be submitted to the client

Sl . No.	Work <small>(name of the organization with which work was executed)</small>	Nature of work <small>Name of Work <small>(in which business concerned)</small> office telephone no.</small>	Location of the work	Actual Value of the work	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (with reasons)
1 .							
2 .							
3 .							
4 .							
5 .							

10. Key personnel permanently employed in your organization :

Sl No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Mobile No / Contact No.
1						
2						
3						
4						
5						

11. Furnish the names of three responsible clients/ persons to whom the major works carried out by the **applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.**

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

CHECKLIST (To be filled by Applicants)

1. Have you mentioned the category for which you have applied in the application form? Yes No
2. Have you signed in all the sheets? Yes / No
3. Whether copy of PAN/GST/Service tax Registration copy is enclosed? Yes / No
4. Whether requisite application fee by cash/DD is paid? Yes / No
5. Whether enclosed proof for year of establishment? Yes / No
6. Whether proof for average annual financial turnover enclosed? Yes / No
7. Whether documentary proof for having undertaken the works is enclosed? Yes / No
8. Whether proof of Dealership Certificate submitted? Yes No
9. Whether solvency certificate from nationalized / scheduled Bank submitted? Yes No

If yes, No. of certificates enclosed

FOR OFFICE USE ONLY

- 1. NAME OF THE AGENCY :

- 2. CATEGORY & CLASS OF WORK FOR WHICH EMPANELEMENT IS SOUGHT

- 3. VIEWS OF
EMPANELEMENT
COMMITTEE

- 4. REASONS FOR REJECTION
IF ANY

5. RECOMMENDED STATUS

Recommended for Empanelment

Not Recommended for Empanelment

SIGNATURE OF COMMITTEE MEMBERS

Member 1

Member 2

Member 3

Member 4

Member 5