

PRATHAMA BANK
HEAD OFFICE :: MORADABAD

EMPANELMENT OF FURNITURE AND ELECTRICAL CONTRACTORS

Prathama Bank, a First Regional Rural Bank in Uttar Pradesh State, having its Head Office at PRATHAMA BHAWAN, Ram -Ganga Vihar Phase II, MORADABAD and network of 413 Branches spread over 04 Districts of Uttar Pradesh which excludes Entire Moradabad, Rampur, Amroha, and Sambhal districts along with Six Regional Offices at Moradabad, Rampur, Thakurdwara, Amroha, Sambhal, and Alipur Chopl, is in process of preparing panel of Furniture and Electrical Contractors. Sealed applications are invited for preparing a panel of eligible Furniture and Electrical Contractors. The Empanelment will be for the period of 03 years i.e. up to 31.07.2020

The interested parties/firms may apply for empanelment process. Formats of application forms and other information may be collected from Head office or can be downloaded from the Bank's website **www:prathamabank.org.in**

Last date of submission of applications is 08.12.2017 (up to 5.00p.m.) at Prathama Bank, Head Office, "PRATHAMA BHAWANA" Ramganga vihar ,Phase II, Moradabad, 244001

Applications will be opened at 3.30 p.m. on 11.12.2017 at the Head Office. Already empanelled parties should also apply a fresh. Bank reserves right to accept or reject any or all applications without assigning any reason thereof. Eligibility criteria and detail terms and conditions for submission of applications are available on website which may be downloaded from the website of the Bank.

General Manager
Head Office : Moradabad

Date: 10.11.2017

**PRATHAMA BANK
HEAD OFFICE: MORADABAD**

**APPLICATIONS FOR EMPANELMENT OF
FURNITURE AND ELECTRICAL CONTRACTORS**

**AT
HEAD OFFICE, : PRATHAMA BHAWAN, RAMGANGA VIHAR,
PHASE II, MORADABAD 244001**

INDEX

PARTICULARS	Page No.
Empanelment Notice	04
Terms & Conditions	05
Covering Letter	06
Application format for Furniture/ Interior Contractor	07
Application format for Electrical/Data cabling Contractor	10
ANNEXURE –I & II –Particulars of works Executed	13
ANNEXURE- III & IV- Particulars of Works on Hand	14
ANNEXURE- V & VI- Particulars of key personnel Employed and Infrastructures	15
Declaration	16

:NOTICE:

**NOTICE FOR EMPANELMENT OF, FURNITURE AND ELECTRICAL
CONTRACTORS**

Applications in prescribed format are invited for preparing a panel list of eligible contractors and Service Providers in the field of Furniture/ Interior, Electrical work . The panel list will be for the period of 3 years i.e. up to 31.07.2020

Applicants must have sound financial status and experience in the respective line of business. The supplier Agency should have at least 5 years experience in supplying the goods/services to Prathama Bank, or any other Public Sector Bank in Uttar Pradesh—Distt Moradabad, Rampur, Amroha, Sambhal.

A minimum expected sale for the year ended 2016-17 should be Rs. 5.00 lakhs, establishments with less than the minimum sales and experience need not apply.

Applications with inadequate experience are liable for rejection. Suppliers, agencies who are currently on the Bank"s panel shall also have to apply for fresh empanelment. Details are also available on our website: www.prathamabank.org.in

1. Last date for collecting forms form our Head Offices (contact details available on website): 08.12.2017 till 5.00 p.m.
2. Last date for submission of completely filled in forms to PMD, Head Office, Ramganga Vihar, Phase II, Moradabad--244001: on or before 12.07.2017 till 5.00 p.m.

Applications received after the last date and time of submission are liable for rejection. The Bank reserves the right to accept/reject any or all the applications without assigning any reason thereof. Empanelment does not confer any right on any of the Contractor/Professional to receive invitation to bid for works at a later date.

Date: 10.11.2017

**General Manager
Head Office: Moradabad**

TERMS & CONDITIONS FOR EMPANELMENT

1. Sealed applications in prescribed form are invited up to 08.12.2017 till 5.00 p.m. for empanelment of Furniture and Electrical contractors for inviting limited tenders from them for availing services. Incomplete applications will be rejected without further reference.
2. Empanelment list will be prepared for the period of 3 years i.e. up to 31.07.2020
3. **ELIGIBILITY:**
 - 3.1 The firm should have executed work at Regional Rural Bank / any other public sector Bank in Distt. Moradabad, Rampur, Sambhal , Amroha with minimum experience of 5 years and minimum total work done during last year for Furniture work be Rs. 50.00 lakhs of which Rs. 25.00 lakhs with Prathama Bank/ any other public sector Bank in Distt Moradabad, Rampur, Sambhal , Amroha . In case of Electrical Contractor, total work done should be of cost Rs. 10.00 lakhs and with Prathama Bank/ any other public sector Bank in Distt Moradabad, Rampur, Sambhal , Amroha Rs. 5.00 lakhs.
 - 3.2 Firms having 5 years and above experience of actual work done in banking sector having turn over above Rs. 10 Crore may also apply.
 - 3.3 Firms disqualified earlier by the Bank are not eligible to apply.
 - 3.4 Firms if empanelled as Architect will not be eligible to work as Furniture or Electrical Contractor.
4. Applications should specifically mention the items/services for which they require empanelment. In future, whenever there is requirement for any services the intimation inviting tender may be sent to the empanelled Contractors/Vendors at their **registered email address only, and will not be sent on postal address**. However empanelment does not confer any right on any of the suppliers/service providers/professionals to receive invitation to bid for works at a later date.
5. The empanelled Vendors shall be required to submit the tenders as per the terms and conditions laid down in the particular notice inviting tenders.
6. The Bank reserves the right to empanel any vendor and to cancel the empanelment of any Vendor at any time, without giving any notice and any reason.
7. Submission of the application does not confer any right on any applicant for empanelment.
8. The decision of the Bank on all the matter connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
9. Empanelment will not ipso facto confer any right in any vendors to receive notice inviting tender.
10. Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
11. The application form can be obtained from our Head Office , Ramganga vihar , Phase II, Moradabad or can be downloaded from the website of the Bank. If empanelment is sought for more than one category; separate application must be submitted for each category.
12. The Bank reserves right to purchase any item /avail any service from any vendor who is not empanelled with it.
13. Information called for against each item should be furnished in full.
14. Latest Income tax assessment orders/Sales tax assessment certificates, balance Sheets, P/L A/cs about the performance of the firm for last 3 years should be forwarded along with applications.
15. Details of experience in the respective field should be enclosed.
16. Details of such Contracts undertaken in the past, present status of such contracts along with the copies of award of contract, duration of contract certificate of appreciation if any, and reasons if the contracts are discontinued shall be furnished.
17. The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/permissions required for the supply /services.
18. Details of registration as per shop and establishment act shall be furnished.
19. Details with Municipal Corporation to run the shop shall be furnished.
20. Details of registration with Tax authorities (including LBT) shall be furnished.
21. List of Empanelled Furniture and Electrical contractors will be prepared and conveyed to the concerned in due course. No separate correspondence will be entertained in this regard
22. Cost of Application Rs.500/=(Five hundred only) will be deposited by non refundable Demand Draft in favour of Prathama Bank, payable at Moradabad.

COVERING LETTER (To be given on letter head of the firm)

To,
The General Manager,
Prathama Bank,
Head Office,
Ramganga Vihar, Phase II
Moradabad--244001

Sub: Empanelment of Furniture/interior, Electrical/Data cabling Contractors

Ref: Empanelment notice published in daily News paper on date: _ _ _ _ _

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In response to the above Notice, I /We hereby submit my/our application in the required format along with ANNEXURE-I to ANNEXURE VI and declaration.

I/We have adhered to the requirements prescribed by the Bank. I /We have carefully gone through the guidelines/terms and conditions and prescribed format carefully and I /We accept the same without any alterations/modifications.

I /We am/are also aware that the Bank reserves the right to accept or reject any or all applications without assigning any reason/s thereof.

Yours faithfully,

Signature with Seal of the Contractor

Date:

**Application format for Empanelment of Furniture Contractors with Prathama Bank,
Head Office, Moradabad**

APPLICATION FORMAT FOR FURNITURE CONTRACTORS:

Basic Scope of Work:

The scope of work of Furniture contractors for Interior furnishing works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations, masonry, plastering, RCC concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, wooden work etc.

Desired requirements:

The Furniture contractor must have minimum 5 years experience in the field.

The furniture contractor/firm should have completed works/projects for minimum 8-10 sites of Prathama Bank/Nationalized Banks in our operational area during last 3 years.

Firms which have executed work at Prathama Bank / any other public sector Bank in Distt Moradabad, Rampur, Sambhal , Amroha will be given preference.

Firms should have successfully completed projects for more than Rs. 50.00 lakhs in total of which minimum Rs.25.00 lakh for Prathama Bank/ any other public sector Bank in Distt Moradabad, Rampur, Sambhal , Amroha will be given preference.

till date and Documentary evidence in support of this must be submitted.

APPLICATION FORMAT

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID (to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	Name	Designation & Qualification	Mobile No.
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	B) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (also enclose copy of Registration/Article and memorandum of Association)			
	c) Whether Registered / empanelled with Prathama Bank/Syndicate Bank/ other PSBs etc. furnish their names, class & date of registration (attach copy of registration if any) with			

6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:		
7	Satisfactory evidence: (To indicate financial capacity)	Year	Turnover Rs. In lakhs	Profit (Amt in lakhs)
		31.03.2015		
		31.03.2016		
		31.03.2017		
		Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted		
8	Registration with Tax Authorities			
	j) Income Tax (PAN) No.			
	ii) Service Tax No.			
	iii) EPF Reg. No (if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN/VAT No.			
	vi) WCT reg. No. (if applicable)			
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)			
10	Whether ISO Certified? Furnish details			
11	Detailed description and value of works done and works on hand in last 5 years from prathama bank/syndicate bank and other Nationalized Banks (as per Annexure I & II attached)			
12	List of important /major works on hand from prathama bank/syndicate bank and other Nationalized Banks (as per Annexure III & IV attached)			
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details			
14	Key personnel employed (as per Annexure V)			
15	Infrastructure of the firm viz. office space, office equipments(as per Annexure VI attached herewith)			
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details			
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability,			

	competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

Note: Where copies are required to be furnished, these should be certified copies preferably by the concerned agencies or Govt. Officer.

In case the applicant intend to give further /more information, please attach separate sheet/s

Signature and Seal of the Applicant

Date:

**Application format for Empanelment of Electrical Contractors with Prathama Bank ,
Head Office, Moradabad**

APPLICATION FORMAT FOR ELECTRICAL CONTRACTORS:

Basic Scope of Work:

The scope of work of Electrical contractors involves internal and external electrification, associated cabling, installation of Control panels, earthings, wiring for electrifications, data cabling, telephone wirings, UPS wiring, break down repairs and other allied works etc.

Desired requirements:

The electrical contractor must have minimum 5 years experience in the field.

The Electrical contractor/firm should have completed works/projects for minimum 8-10 sites of Prathama Bank/Nationalized Banks in our operational area during last 3 years.

Firms which have executed work at Prathama Bank/Nationalized Banks in our operational area will be given preference.

Firms should have successfully completed projects for more than Rs. 25.00 lakhs in total of which minimum Rs.10.00 lakh for Prathama Bank/Nationalized Banks in our operational area till date and Documentary evidence in support of this must be submitted.

APPLICATION FORMAT

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID (to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	Name	Designation & Qualification	Mobile No.
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)			
	c) Whether license from Govt. authorities is obtained.			

	d) Whether empanelled with Prathama bank/Sy. Bank/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with													
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person"s phone No:												
7	Satisfactory evidence: (To indicate financial capacity)	<table border="1"> <thead> <tr> <th>Year</th> <th>Turnover Rs. In lakhs</th> <th>Profit (Amt in lakhs)</th> </tr> </thead> <tbody> <tr> <td>31.03.2015</td> <td></td> <td></td> </tr> <tr> <td>31.03.2016</td> <td></td> <td></td> </tr> <tr> <td>31.03.2017</td> <td></td> <td></td> </tr> </tbody> </table> Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted	Year	Turnover Rs. In lakhs	Profit (Amt in lakhs)	31.03.2015			31.03.2016			31.03.2017		
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	v) TIN/VAT No.													
	vi) WCT reg. No. (if applicable)													
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)													
10	Whether ISO Certified? Furnish details													
11	Detailed description and value of works done and works on hand in last 5 years from Prathama/Syndicate Bank and other Nationalized Banks (as per Annexure I & II attached)													
12	List of important /major works on hand from Prathama/Syndicate Bank and other Banks (as per Annexure III & IV attached)													
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14	Key personnel employed (as per Annexure V)													
15	Infrastructure of the firm viz. office space, office equipments(as per Annexure VI attached herewith)													
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details													

17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

Note: Where copies are required to be furnished, these should be certified copies preferably by the concerned agencies or Govt. Officer.

In case the applicant intend to give further /more information, please attach separate sheet/s

Signature and Seal of the Applicant

Date:

ANNEXURE – I

PARTICULARS OF WORK EXECUTED FOR Prathama/Syndicate Bank AND OTHER PUBLIC SECTOR BANKS AS CLIENT

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Bank
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE – II

PARTICULARS OF WORK EXECUTED FOR OTHER CLIENTS (GOVT. OFFICES)

Sr. No.	Name of Work/Project executed with name & address of the client	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Client
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE – III

PARTICULARS OF WORK ON HAND FROM Prathama/Syndicate Bank AND OTHER PUBLIC SECTOR BANKS AS CLIENT

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Bank
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE – IV

PARTICULARS OF WORK ON HAND FROM OTHER CLIENTS (GOVT. OFFICES)

Sr. No.	Name of Work/Project executed with name & address of the client	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Client
1	2	3	4	5	6	7	8

Signature of Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet/s

ANNEXURE- V

KEY PERSONS PERMANENTLY EMPLOYED

Sr. No.	Name	designation	Qualifications	Experience	Years with the firm	Name of Project handled	Indicate special expertise if any	Any other information

Signature of the Applicant

Note: Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per brochure

ANNEXURE – VI

DETAILS OF INFRASTRUCTURE IN OFFICE

Sr. No.	Items	Numbers	Details
1	Address of the Office		
2	Office premises, area etc. in sq.ft.		
3	Fax/M/C		
4	Telephone		
5	Other Instruments		
6	Software used for planning, estimating, execution, supervision etc.		
7	Reference Books used for estimates/rate analysis etc.		
8	Subscription to magazines, journals, institutes of technical nature		
9	Any other information		

Signature of the Applicant

Note: Information has to be filled up specifically in this format. Please do not write as per attached sheet/s as per procedure

DECLARATION

I/We hereby declare as under:

1. I/We have read the instructions appended to the proforma and I/We understand that if any false information is detected at a later date any future contract made between me/ourselves and Bank, on the basis of the information given by me/us can be treated as invalid by the Bank and I/We will be solely responsible for the consequences.
2. I/We agree that the decision of Prathama Bank in selection of Furniture and Electrical Contractors will be final and binding to me/us
3. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made with my/our clients for whom I/We have worked & details of these work executed are listed by me/us in the accompanying sheets.
5. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

Place: _____

Date: _____

**Signature/s of applicant/s
With Seal of firm**