

**INDIAN OVERSEAS BANK**  
**REGIONAL OFFICE, 2<sup>nd</sup> FLOOR, FOUNTAIN CHOWK,**  
**LUDHIANA-141001**  
**Phone:0161-2445002**

## **EMPANELMENT DOCUMENT**

**FOR**

**Consultants, Contractors and Vendors**

This document consists of the following:

- a. Notice Inviting Applications for Empanelment of Consultants, Contractors and Vendors.
- b. General Rules and Instructions to the Intending Applicants.
- c. Scope, Eligibility Criteria and Related Details.
- d. Application Format for Empanelment.

**LAST DATE FOR SUBMISSION OF FILLED IN FORMS } : 23.01.2024**  
**WITH ENCLOSURES**

**CUTOFF DATE (EXPERIENCE) : 31.03.2023**

## **NOTICE FOR EMPANELMENT OF CONSULTANTS, CONTRACTORS AND VENDORS**

The General Administration Department of Indian Overseas Bank, Regional Office, is managing Bank's estate at Branches under Ludhiana Region including residential quarters at Ludhiana.

The intention of this notice of empanelment is to maintain separate panel of Architects / Consultants / Contractors / Vendors with Bank's Regional Office for various trades of works in branches under Ludhiana region including Regional Office and Bank's owned Residential Quarters.

The panel will also be used for various trades of work being carried out by Bank's neighboring Regional Offices, if required, on a case to case basis, with the approval of Competent Authority.

Consultants / Contractors / Vendors who wish to carryout work in and around Chennai need only respond. The details of various trades of works are as under;

### **1. Consultants:**

- a. Architectural Consultants
- b. Civil Engineering / Structural Engineering Consultants
- c. Electrical Engineering Consultants / Energy Auditors / Safety Auditors
- d. HVAC Consultants

### **2. Contractors:**

1. Interior Furnishing Contractors
2. Civil Engineering Contractors
3. Electrical Contractors
4. Water proofing Contractors
5. Petty Contractors
6. Plumbing and Sanitary Contractors
7. Pest Control Vendors
8. Record Shifting & arrangement Contractors
9. Air conditioning Unit suppliers
10. Cash Counting Machine suppliers
11. Sign Board suppliers
12. Printers for printing various forms and registers
13. Stationery items supplier
14. AMC vendors for Air conditioners
15. AMC vendors for Cash Counting Machines
16. Readymade Furniture Vendors (Office)
17. Curtains / Carpets

The categories of contractors depending on the financial capabilities, further subdivisions etc., along with their code numbers are detailed elsewhere in this document. The eligible and interested Architects, Consultants, Contractors and Vendors may collect the “**Document for Empanelment**” from the above office by a document fee as detailed below by way of Demand Draft favoring “Indian Overseas Bank, Regional Office, Ludhiana ” payable at Ludhiana may be submitted along with the duly filled in document.

<b>S NO.</b>	<b>Collection of document from</b>	<b>Application fee amount (by means of Demand Draft / Cash</b>
1	IOB, Regional Office, Ludhiana	Rs.500/-
2	IOB Website www.iob.in /Tenders column	Rs.300/-
3	<b>The units registered under Single Point Registration Scheme of National Small Industries Corporation (NSIC)/(Udyog Aadhaar Memorandum) under MSME Act are eligible to exemption from Tender cost.</b>	

**All consultants, contractors and supplier/vendors in the existing panel should also apply again for fresh empanelment.**

**The document submitted without the prescribed fee will be liable for rejection.**

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/class name*) – 2023” and shall be submitted to the INDIAN OVERSEAS BANK, General Administration Department, 2<sup>nd</sup> Floor, Fountain chowk , Ludhiana, Punjab-141001, on or before **19.01.2024 up to 15:00 Hrs.**

The eligibility criteria of applications shall be evaluated **as on cutoff date (i.e., 31.03.2023)**. 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:02.01.2024

SENIOR REGIONAL MANAGER

## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

1. Generally, the routine works of the Bank are awarded/procurements are made by calling competitive tenders/quotations from the empaneled contractors/vendors and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empaneled 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, as per Bank's policies / guidelines stipulated by Central Vigilance Commission.
2. The empanelment of a contractor in Bank shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
3. The details of the applicants and their experience shall be submitted in the Bank's prescribed "**Application Format**" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as 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 along with their company seal.
4. **The Consultants/Contractors/vendors, who intend to apply for more than one category / class / group, have to apply for each category / class / group using separate application forms along with separate Demand Draft and submit in independent covers superscribing in the envelope the category of work applied for.**
5. 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.
6. **Documentary proof with respect to the prequalification criteria shall be furnished along with the completed 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.**
7. **The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.**

8. The empanelment will be made for a specific category depending on the credentials submitted and acceptable to Bank, as on **cutoff date**.
9. For consideration of experience, works should have been executed in same name & style of the firm in which empanelment is sought.
10. The evaluation will be based on the following;
  - a. Experience and reputation of the firm
  - b. Empanelment with other Banks, PSUs, Govt. Institutions etc.
  - c. Manpower & logistical support of the firm
  - d. Financial capabilities
  - e. Registration with statutory tax authorities like IT, Service Tax, VAT etc., as applicable.

If found necessary, Bank may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format, inspection of works and **eligibility criteria as on cutoff date**, the applicants will be empaneled.

Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors will only be informed by post.

11. If, 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. Applicants whose near relatives are working in the General Administration Department, Central Office will not be considered for empanelment, till such time their relatives work in the Department.
13. Applications received after the due date and time are liable to be rejected.
14. **The Applicants having their office in the geographical jurisdiction of (Ludhiana) will be preferred. The empanelment shall be valid for a period of three years from the date of approval of the Competent Authority.**
15. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.

### **Applicant Obligations:**

1. The applicant should intimate change of address to the Bank. Failure to do so may result in removal of his name from the empaneled list.
2. The registration with various authorities like Electrical license, Council of Architecture, Tax, etc. shall be possessed during the empanelment period.
3. The applicant should not indulge in unethical practices.
4. The applicant should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
5. The applicant should co-ordinate with Bank Officials/Architects / Consultants/ Contractors, if any, for smooth completion of the works.
6. Any Change in Constitution of firm without prior approval will render the applicant to be removed from the panel. In case of conversion of a firm into two or more firms, fresh empanelment is essential.

### **Disciplinary Actions:**

The panel contractor / consultant should abide by all rules and regulations, terms and conditions of the contract. He should execute the works satisfactorily, on time and with good quality. The Bank will have the right to demote a contractor / consultant to a lower category, suspend business with him for any period, debar him / remove his name from the approved list of contractors / consultants, after issue of a show cause notice, as the case may be. Decision of the Bank will be final and binding.

### **Removal from the Approved list:**

The name of the contractor / consultant may be removed from the approved list of contractors / consultants, by the Bank if he:

1. fails to execute a contract or has executed it unsatisfactorily on more than one occasion: or
2. persistently violates any important conditions of contract: or
3. furnishes false particulars at the time of empanelment: or
4. indulges in any type of forgery or falsification of records: or
5. defaults in tax dues like Income Tax, Work Contract Tax, Sales Tax etc.

### **Revision of above rules of Empanelment:**

NBGM / General Manager (Central Office), Indian Overseas Bank may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empaneled Contractors / Consultants.

Indian Overseas Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.



## SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

### CONSULTANTS

The professionals experienced in planning, designing, preparation of detailed specifications for works & tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect preferably with exposure to IBA, Government & Central Vigilance Commission Guidelines.

#### **Eligibility:**

The consultant should satisfy the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar works of project cost limit as given below;

One project costing **80%** of the class limit  
**or**  
Two or three projects each costing **60%** of the class limit  
during the last three years prior to **cutoff date**.

- ii) The consultant should produce PAN & Service Tax registration numbers and details of registration / affiliation with technical bodies etc.
- iii) Reasonable presence for any professional work in and around Chennai, now or in the last three years.

SI No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT – RUPEES IN LAKHS)		
		CLASS-C	CLASS-B	CLASS-A
1	Architect	10	30	100
2	Civil Engineering Consultant	10	30	100

## 1. Architects:

### Scope:

**Architects' services** include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor, conduct site meetings, check measurements, quality & quantity checks, scrutiny & certification of bills including supervision of the works.

The panel architects services will also be availed for planning, designing and execution of new construction / development projects involving the approval for the same from the local Authorities.

### Eligibility:

- a. Graduate/ Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on **cutoff date**.
- b. The Architect must have registered with the Council of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.
- c. Architectural firms having engineering department with personnel having required qualification (a) & (b) above can also apply, provided the firm has at least five years experience in the field.

## 2. Civil Engineering Consultant:

### Scope:

**Civil Engineering Consultants'** services shall be used for planning, designing, estimation, tendering and supervision of Building construction & execution / repairs / renovations / maintenance and other Civil works at Bank's own buildings / estate.

The scope of Civil Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary NDT studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works.

The consultant's services will also be utilized for plumbing & sanitary services including liaisoning with CMWSSB and such other statutory authorities.

### Eligibility:



- a. Graduate / Post Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary & plumbing services and other allied works as on cutoff date.
- b. The consultant with post graduation in Structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.
- c. Should be a Member or Fellow of Institute of Engineers (India) and should have experience in planning, designing and supervision of Civil Engineering Constructions / repair/ renovation works including water proofing works of buildings.

**Note:**

In all the above categories of consultants, if other things being equal, the consultants having more experience and experience in contract management for Government, PSUs, Public Sector Banks and Financial Institutions will be preferred.



## CONTRACTORS / VENDORS

Empanelment of Contractors is sought for the following categories of works under various cost limits. The various Categories & Cost limits are furnished below;

Sl. No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT – RUPEES IN LAKHS)			
		CLASS-D	CLASS-C	CLASS-B	CLASS-A
1	Civil Engineering Works	1	10	30	100
2	Interior Furnishing Works	1	10	30	100
3	Electrical Engineering Works	-	2	15	30

4	Air-Conditioning Works	<b>GROUP-C</b>	<b>GROUP-B</b>	<b>GROUP-A</b>
		Operation of package air-conditioning plants, split and window ACs.	Supply & installation of window and split air-conditioners.	Supply and erection of floor mount package plants, ductable split air-conditioners etc., including design and erection of ducting along with supply / return air grille and volume control dampers.
5	Diesel Generator Works	<b>GROUP-C</b>	<b>GROUP-B</b>	<b>GROUP-A</b>
		D.G.set operation works including associated electrical works.	D.G. Set Hiring agencies	OEMs for supply and erection of DG sets.
6	Plumbing and Sanitary Works	<b>GROUP-C</b>	<b>GROUP-B</b>	<b>GROUP-A</b>
		Annual Maintenance Contract Works including liaisoning works with CMWSSB etc.	Repairs / renovation and routine upkeep, including liaisoning works with CMWSSB etc. up to Rs.5 lacs	Repairs / renovation and routine upkeep, including liaisoning works with CMWSSB etc. up to Rs.20 lacs
		<b>GROUP-C</b>	<b>GROUP-B</b>	<b>GROUP-A</b>

7	Gardening Works	-	Annual Maintenance Contract Works up to Rs.5 lacs per annum	Annual Maintenance Contract Works up to Rs.10 lacs per annum
8	Records Shifting & Arrangement Contractors	Contractors for providing Records Management at Bank's premises including arrangements, shifting etc.		
9	Pest Control Works	Contractors for providing comprehensive Pest Management Services on one time as well as AMC basis.		
10	Water Proofing Works	Specialist contractors for providing comprehensive Water Proofing Works at Bank's premises.		
11	Interior – AMC Contractors	Annual Maintenance Contract Works in interior works covering lock replacements/repairs, door closer / floor spring servicing, petty carpentry works etc.		

12	Electrical Accessories Vendor	<b>GROUP-B</b>	<b>GROUP-A</b>
		Vendors for providing Inverters, Batteries and AMC Service.	Vendors for providing electrical accessories.
13	Compactor Vendors	Vendors for providing Compactor Storage units.	
14	Modular Furniture Vendors	Vendors for providing Modular Furniture Systems.	
15	Ready Made Furniture Vendors (Office / Residential)	Vendors for providing readymade furniture for Office & Residential purpose.	
16	Automobile Accessories Vendors	Vendors for providing automobile spares / accessories like batteries, tyres, perfumes, tissue-papers etc.	
17	Telephone & Accessories Vendors	Vendors for providing telephones / mobile phones, mobile accessories etc.	

**Eligibility:**

The applicant should have the following minimum eligibility criteria:

- a. The applicant should have undertaken works in **Government Departments / Public Sector Undertakings / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions and other reputed Private Firms during last 3 years prior to cutoff date:**

One project costing **80%** of the class limit  
**or**  
Two projects – each costing **50%** of the class limit  
**or**  
Three projects – each costing **40%** of the class limit

- b. The applicant should have Income Tax registration number. The applicant should have registered with statutory authorities for VAT, Service Tax, Work Contract Tax etc, as applicable to them in terms of extant laws. Applicant should submit copy of the income tax PAN, VAT, Service tax certificate with valid registration number.
- c. The applicant shall have the average annual financial turnover of at least 50% the value of the class limit in the respective category during last 3 years prior to cutoff date.
- d. The Vendors should be original manufacturers, having wide dealer & service network in the geographical jurisdiction of Chennai City & neighborhood or dealers approved by OEM, as the case may be. They should be established in this field for minimum of 5 years. Necessary proof shall be enclosed.
- e. All prospective AMC contractors, his / her employees or agents, shall be verified by our Security Department or Police Department, when they become successful in a tender.

**Civil Engineering Works:**

The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, woodwork (doors and windows only) waterproofing works, toilet works etc. and other allied works for the residences and offices of the Bank.

Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.

For Class-A and Class-B contractors, the applicant / firm / company shall be registered with ESI, EPF etc., as per extant labour laws.

### **Interior Furnishing Works:**

The scope of work of Contractors for Interior Furnishing Works broadly is to undertake original interior furnishing works, alterations and renovations involving erection of partitions, cabins, workstations, false ceiling, flooring, counters, paneling, storage units, furniture, blinds etc.

For Class-A and Class-B contractors, the applicant / firm / company shall be registered with ESI, EPF etc., as per extant labour laws. Class-A and Class-B contractors who will be required to undertake comprehensive works covering civil, interior and electrical works shall submit necessary documentary evidence for carrying out electrical works, at the tender stage.

In the Class-D contractor panel, contractors carrying petty works like, lock repair, door closer repair, floor spring repair, furniture repair, blinds service, minor carpentry works etc.

### **Electrical Engineering Works:**

The scope of work for Electrical Contractors is to undertake HT as well LT works, panel board for LT applications, internal and external electrification, associated cabling, earthing, liaisoning with the State Electricity Board for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works. The contractors services will also be used for liaisoning with CEA / CEIG for obtaining safety certificates.

The electrical works also involves domestic electrical works attending to LT side, liaisoning with State Electricity Board in case of meter burn outs etc., attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works.

Electrical contractors (Class A & B) shall have ESA / EA grade contractor license from CEIG / CEA office and familiar with IE rules & regulations and guidelines of CEIG / CEA.

Electrical contractors (Class C) shall have ESB grade contractor license from CEIG / CEA office and familiar with IE rules & regulations and guidelines of CEIG / CEA.

### **Air-Conditioning Works:**

Contractors / Vendors for the following nature of activities are proposed;

1. **Group C:** The contractor has to engage technically competent personnel to operate the split / window ACs as well as package plants at Central Office complex on a 24 x 7 basis.
2. **Group B:** The vendors are empanelled for supply and installation of window / split ACs as per Bank's requirement as per the need felt at any point of time.

3. **Group A:** The contractor / vendor is empanelled for installation, testing & commissioning of floor / ceiling mounted package plants / ductable splits and design & installation of the ducting with supply / return air grills including volume control dampers and co-ordinate the work with respective interior / electrical contractors at site.

#### **Plumbing and Sanitary Works:**

Contractors / Vendors for the following nature of activities are proposed;

1. **Group C:** The contractor has to engage technically competent personnel to carryout routine Plumbing & Sanitary maintenance activities including upkeep of plumbing & sewer network systems, pumping operations & management of water supply, keeping record of complaints etc. at Bank's Office & Residential premises including liaisoning works with CMWSSB etc., on AMC basis.
2. **Group B:** The contractors are empanelled for carrying out repair / renovation of plumbing and sanitary systems at Bank's Office & Residential premises including liaisoning works with CMWSSB etc., for value of works up to Rs.5 lakhs.
3. **Group A:** The contractors are empanelled for carrying out repair / renovation of plumbing and sanitary systems at Bank's Office & Residential premises including liaisoning works with CMWSSB etc., for value of works up to Rs.20 lakhs.

#### **Electrical Accessories Vendor:**

1. **Group B:** The panel of Inverter and Batteries Vendors will be used for providing inverter & batteries backup services at Bank's quarters, including maintenance. The Vendor shall be a reputed manufacturer (OEM) having good dealership network in the City. The products should have been reputed and established in the field for more than 5 years. They should have dealer and service network in the Chennai City.
2. **Group A:** The panel of electrical accessories vendor will be used for providing electrical accessories to the Bank's premises.

#### **Compactor Vendors:**

The panel of compactor vendors will be used for providing compactors at Bank's Office premises.

The companies / agencies authorized franchisees having well established manufacturing & marketing facilities in the field in the field of compactors and who have executed such works satisfactorily are eligible to apply.

#### **Modular Furniture Vendors:**

The panel of Modular Furniture Vendors will be used for providing modular furniture works like work stations, cubicles, partitions, tables, storage units, modular kitchen etc. at Bank's office and residential premises.

The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the product 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

#### **Readymade Furniture Vendors:**

The panel of Readymade Furniture Vendors will be used for providing readymade furniture like tables, chairs, cots, sofa, storage units, dining sets, crockery units, display units etc. at Bank's office and residential premises.

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, fire resistant cabinets etc. and who have supplied / executed such readymade furniture 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.

The department also provides and replaces Quarters furniture like cots, diwan, dining tables / chairs, sofas, storage cabinets, display units, crockery units etc. to the Bank quarters at Chennai and periodically undertake repairs. **In this regard, interior contractors/ firms/vendors/ manufacturers who are involved in manufacturing of such furniture for residential use shall specifically apply for the same.**

#### **Record Shifting and Arrangement Contractors:**

The panel of Record Shifting and Arrangement Contractors will be used for arrangement of records, shifting of records to Bank's record rooms etc. The contractors will also be used for shifting of furniture etc. from Bank's Quarters / godown etc.

#### **Pest Control Works:**

The panel of Pest Control Contractors will be used for providing comprehensive pest management services like, anti-termite, disinfection for mosquito / cockroach / lizard, rodent control etc. at Bank's office and residential premises. The nature of works shall be piecemeal or on AMC basis, as the case may be.

#### **Automobile Accessories Vendors:**

The panel of Automobile Accessories Vendors will be used for providing automobile spares / accessories like tyres, batteries, perfume, tissue-paper etc., of reputed brands.

**Water Proofing:**

The panel of Water proofing contractors will be used for executing specialized waterproofing works such as water proofing to terraces, expansion joints, basements, sunken slabs of toilets, retaining walls, etc. of Bank's office and residential buildings.

**Telephone Vendors:**

Vendors for providing telephone, mobile phones, mobile accessories etc. to Bank's premises.

**Interior – AMC Contractors:**

The contractor has to engage technically competent personnel to carryout routine Carpentry maintenance works like lock/handles/hinges/keyboard trays repairs & replacement works, door closer/floor spring repair & replacement, petty carpentry works etc. at Bank's Office & Residential premises, on AMC basis.

**NOTE:**

**All class of contractors must be registered for Income Tax. The contractors, otherwise eligible but not registered for Income Tax, will not be considered for empanelment. Prospective contractors to note that all payments will be made electronically as per Government guidelines.**

**All contractors and consultants should have registered for service tax authorities. The contractors, otherwise eligible but not registered for service tax, will not be considered for empanelment.**





## APPLICATION FORMAT

**APPLICATION FOR EMPANELMENT OF:**

*(Please tick appropriate box)*

- |   |
|---|
| <input type="checkbox"/> <b>CONSULTANTS</b><br><input type="checkbox"/> <b>CONTRACTORS</b><br><input type="checkbox"/> <b>VENDORS</b> |
|---|

1	<p><b>CATEGORY</b>  <i>(Please tick appropriate box - Any ONE)</i></p>	<p><b>CONSULTANTS:</b></p> <p><input type="checkbox"/> Architect  <input type="checkbox"/> Civil / Structural Engineering Consultant  <input type="checkbox"/> Electrical Engineering Consultant  <input type="checkbox"/> HVAC Consultant</p> <p><b>CONTRACTORS:</b></p> <p><input type="checkbox"/> Civil Engineering Works  <input type="checkbox"/> Interior Furnishing Works  <input type="checkbox"/> Electrical Engineering Works  <input type="checkbox"/> HVAC Works  <input type="checkbox"/> Diesel Generator Works  <input type="checkbox"/> Plumbing &amp; Sanitary Works  <input type="checkbox"/> Gardening Works  <input type="checkbox"/> Records – Shifting &amp; Arrangement  <input type="checkbox"/> Pest Control Works  <input type="checkbox"/> Water Proofing Works  <input type="checkbox"/> Interior-AMC Contractors</p> <p><b>VENDORS:</b></p> <p><input type="checkbox"/> Compactor Vendor</p>
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		<input type="checkbox"/> Modular Furniture Vendor <input type="checkbox"/> Readymade Furniture Vendor <input type="checkbox"/> Automobile Accessories Vendor <input type="checkbox"/> Telephone Vendors <input type="checkbox"/> Electrical Accessories Vendor		
2	<b>CLASS (if any)</b> (Please tick appropriate box - Any ONE)	<input type="checkbox"/> A <input type="checkbox"/> B C D  <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/>	<input type="checkbox"/>
3	Name of the Applicant / Firm / Company			
4	Registered Address:  Address for Communication:			
5	<b>Contact Information</b>  Office Phone Number:  Residence Phone Number:  Mobile Number:  Fax: E-Mail:			
6	Status of the Firm: (Please tick appropriate box)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietary Firm <input type="checkbox"/> Individual (attach proof)		
7	Name of the Proprietor / Partners / Directors with professional qualifications (if any):			

8	Year of Establishment:	
9	<p><b><u>Registration Details</u></b></p> <p>Companies/ Firm Registration Number &amp; Date:</p> <p>Sales Tax Registration No.:</p> <p>Income Tax PAN, TIN:</p> <p>Value Added Tax No.:</p> <p>Service Tax No.:</p> <p>Electrical Contractor License No.:</p> <p>Technical Affiliation Details: (Council Of Architecture)</p> <p>Others, if any:</p>	(attach proof)
10	Income Tax Turnover of the Company / firm (Please attach copy of audited balance sheet and profit & loss account / IT Returns for three years)	2008-09 :Rs. 2009-10 :Rs. 2010-11 :Rs.
11	Registration With Government Organisations / PSUs / PSBs viz., CPWD, MES, Banks etc. Furnish Names, Category, Registration Details etc.	1. 2. 3. 4.
12	Field of activities (Mention based on preference)	

13	Key Personnel Details (Enclose Proforma 1)	YES <input type="checkbox"/> NO	<input type="checkbox"/>
14	Details of works done in last 5 years. Please mention only those works which qualifies for the applied category / class. (Enclose Proforma 2 i.e., 2a, 2b & 2c).	1.  2.  3.  Proforma Enclosed: YES <input type="checkbox"/>  NO <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
15	Details of works done for the Bank in last 5 years: (Enclose separate sheet if necessary)		
16	Specify the maximum value of work done in a year:	Rs. _____ Year: _____	
17	Name & Address of Bankers Enclose Solvency Certificate.	Solvency Certificate Enclosed: YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
18	Details of three responsible clients/ persons to whom the major works carried out by the applicant with	1.	

	address and telephone number who will be in a position to certify about the quality as well as past performance of your organization	2.  3.
19	Details of Application Fee	DD No.:  Date: Issuing Bank / Branch:

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Indian Overseas Bank in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.
5. In case of Architects, I/We accept the Bank's payment terms as detailed in Annexure I and to execute the work as per guidelines stipulated in the construction manual of Indian Bank's Association including main functions of Architects covering civil, electrical, sanitary, plumbing, air-conditioning, lift etc. given in Annexure II.

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**Note: Where copies are to be furnished, they have to be certified copies preferably by the concerned agencies or a Government Officer**

**Proforma - 1**

<b>Sl No</b>	<b>Name</b>	<b>Qualifications</b>	<b>Experience</b>	<b>Particulars of Work Done</b>	<b>Employed in Your Firm Since</b>	<b>Any Other</b>
<b>1</b>						

**Proforma – 2a:**

**WORK EXPERIENCE- 1**

*(Qualifying for Empanelment)*

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

1	Details of the Agency Which Awarded the Contract Work.	
a	Name of the Agency:	
b	Address of the Agency:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	

5	Actual Value of the Contract Work:	
6	Stipulated Time for Completion:	
7	Actual Time for Completion:	
8	Whether Work Left Incomplete or Terminated ?	<p style="text-align: center;"> <input type="checkbox"/> NO                      <input type="checkbox"/> YES </p> <p style="text-align: center;">(If YES, please furnish details / reasons below)</p>
9	Any other Details You Wish to Furnish:	

SIGNATURE OF APPLICANT WITH SEAL



**Proforma – 2b:**

**WORK EXPERIENCE- 2**  
*(Qualifying for Empanelment)*

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

1	Details of the Agency Which Awarded the Contract Work.	
a	Name of the Agency:	
b	Address of the Agency:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	

5	Actual Value of the Contract Work:	
6	Stipulated Time for Completion:	
7	Actual Time for Completion:	
8	Whether Work Left Incomplete or Terminated ?	<input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9	Any other Details You Wish to Furnish:	

SIGNATURE OF APPLICANT WITH SEAL

**Proforma – 2c:**

**WORK EXPERIENCE- 3**

*(Qualifying for Empanelment)*

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

1	Details of the Agency Which Awarded the Contract Work.	
a	Name of the Agency:	
b	Address of the Agency:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	

5	Actual Value of the Contract Work:	
6	Stipulated Time for Completion:	
7	Actual Time for Completion:	
8	Whether Work Left Incomplete or Terminated ?	<input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9	Any other Details You Wish to Furnish:	

SIGNATURE OF APPLICANT WITH SEAL

**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/VAT/Service Tax Registration copy is enclosed? Yes/No
- 4. Whether requisite application fee by cash/DD is paid? Yes/No
- 5. Whether enclosed valid Electrical License in case of Electrical Contractor / valid registration with Council of Architecture in case of Architects? Yes/No
- 6. Whether enclosed proof for year of establishment? Yes/No
- 7. Whether proof for average annual financial turnover enclosed? Yes/No
- 8. Whether Proforma - 1 and Proforma – 2 filled up? Yes/No
- 9. Whether documentary proofs for having satisfactorily undertaken the works (as detailed in Proforma -2) are enclosed? Yes/No

If yes, number of certificates enclosed:

**Name of the Applicant / Firm / Company :**

**Category / Class Applied For :**

<input type="text"/>	<input type="text"/>
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**For Office Use Only:**

- 1. Whether the applicant satisfies relevant work experience for the specific category? Yes/No
- 2. Whether the applicant possesses PAN / Service Tax / Sales Tax / Council of Architecture / Electrical License Certificate, as applicable? Yes/No
- 3. Whether the applicant satisfies the minimum financial turnover? Yes/No
- 4. Whether the applicant has enclosed all necessary certificates? Yes/No
- 5. Whether the application is accepted / rejected?

**PROFESSIONAL FEES - TERMS OF PAYMENT**

For Architects with Supervision responsibilities:

1.	On Bank's approval of sketch design and preliminary estimates	10%
2.	On completion of sufficient drawings and particulars for applications to be made to Town Planning/Local Statutory Authorities for approval and processing the same to the satisfaction of Bank.	15%
3.	On Bank's approval of detailed architectural working drawings and structural drawings (sufficient for preparing detailed estimates of cost) along with detailed estimates and market rate analysis including techno-commercial specifications as per IBA guidelines.	35%
4.	Preparation of tender documents to be issued to short listed contractors and advising on tenders received including recommendation of successful tenderer with final cost of work to the Bank and on approval of the same.	60%
5.	For making periodic visits for inspection and quality surveillance, preparing other details and drawings as may be required during execution along with variation control, and certification of all contractor's bills for Bank's payment.	95%
6.	Issue of completion certificate and indicating the beginning and end of defect liability of period of contracts.	Balance payment to cover 100% of fee <b>calculated</b> on cost of actual work done.

## NOTE:

- The fees as stated herein above will also be applicable to services.
- The fees as stated herein above will be adjusted on the basis of the latest available estimated cost or if tenders have been received then on the lowest bonafide tendered cost. For stage (5) progressive payment will be made on the cost of works done
- The final instalment of fees shall be adjusted on the basis of actual cost of works, subject to the stipulation and ceiling as agreed.

**DUTIES AND RESPONSIBILITIES OF ARCHITECTS**

- Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations, etc.(including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by the cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
- Submitting a proper PERTCHART/Bar Chart incorporating all the activities required for the completion of the project well in time ie., preparation of working drawings, structural drawings, detailed drawings, calling tender etc. The programme should also include various stages of services to be done by the Consultants in co-ordination with the Architect
- Submitting required drawings to the Municipality and other local authorities and obtaining their approval.
- Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, Air conditioning, Fire Fighting etc., detailed estimates, Market rate
- Analysis for same and all such other particulars as may be necessary for preparation of bill of quantities
- Preparing pre-qualification documents.
- Preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc., covering 100% activity at site.
- Preparing tender notices for issue by Bank or inviting tenders from pre-qualified/shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all traders and getting them executed by the concerned contractors.
- The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Bank may be adopted

- Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings as are necessary for proper execution of the works.
- Assuming full responsibility for supervision and proper execution of all works by General and specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any to the minimum.
- Arranging for periodical site meetings between Bank, Architects and connected Contractors, recording the proceedings and forwarding copies to Central Office and Site Office.
- No deviations or substitutions should be authorised by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Bank, the total cost of the item/deviation should not exceed Rs.10000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
- Working out the theoretical requirement and actual consumption of cement and Steel and any other material specified for each bill.
- Assist the employer in appointing a full time/temporary site Engineer for supervision of construction of a particular project and guiding the Site Engineer as required.
- Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the employer to make payments to the contractors and adjustments of all accounts between the contractors and the employer. Architects shall assume full responsibility for all measurements certified by them. It shall be made mandatory on the part of the Architect to check the measurements of various items to the extent of at least 25% of each item of work claimed in each running bill.

Architect's / Consultant's certification of Contractor's Bills shall be as per the specimen format given below;

*Certified that the various items of work claimed in this-----running bill/final bill by the contractors -----have been completed to the extent claimed and appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of ----- percent but not less than 25% of each item claimed bill. Hence, the bill is recommended for payment of Rs.-- -----.*

Date:-----

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(Signature of the Architect)



The Architects shall endorse the above certification in the relevant measurement Books also.

- Submitting a detailed account of Steel, Cement and any material that the employer may specify and certifying the quantities utilized in the works.
- Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building and assisting in obtaining refund of deposit, if any, made by the employer to the Municipality or any such other authority.
- Appearing on behalf of the employer before the Municipal Assessor or such other authorities in connection with the settlement of the rentable value of the building and tendering advice in the matter to the employer.
- On completion of the project, prepare “as made” completion drawings of architectural, structural, water supply and drainage works, and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the employer.
- Further, the Architect shall verify and confirm that identification for the records marks are made on all service installations/cables/wiring etc. for easy identifications to carry out maintenance jobs.
- The Architects shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
- The Architect shall assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.
- The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Bank’s record.
- Architect shall assist Bank in complying with the requirements of State/Central Government authorities.
- Any other services connected with the works usually and normally rendered by the Architects, but not referred to herein above.

