



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

Empanelment of Contractors/Firms
Civil, Interior & Furnishing/Electrical Works & LAN
Cabling Works
at Various Branches / Offices of UTTAR BIHAR GRAMIN BANK

Last date of submission :: 03.03.2022 (upto 3.00 PM)

Tender Open:-: 03.03.2022 at 3.00 PM

Tender reference No.HO:GAD:2021-22:1039 dt. 03.02.2022

Start date of tender :: 03.02.2022

**Cost of the application
(Tender Fee)::**

Rs.2000/- (Non refundable)
Favouring "Uttar Bihar Gramin Bank"
payable at Muzaffarpur

Address of communication ::

General Manager
Uttar Bihar Gramin Bank, Head Office,
Kalambagh Chowk, Sharma Complex, Muzaffarpur

Empanelment of Contractors

Uttar Bihar Gramin Bank is in process of empanelling for interior furnishing, Electrical works and LAN Cabling Works in the Branches/Offices at Uttar Bihar Gramin Bank.

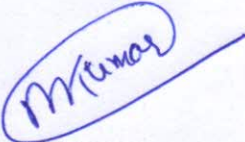
- 1.0 Application forms are invited for empanelment of experienced, reputed and competent contractors.
- 2.0 Contractors shall apply for empanelment in prescribed format, which can be downloaded from the web site.
- 3.0 The eligibility criteria shall be as under :-
 - The firm (Contractors) should have minimum 5 years "similar work" experience ending 31.12.2021.
 - The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application).
 - The average Annual financial turnover of the firm for the last 5(five) years, ending 31.03.2021 (for those who have filed the return and get the required audit done) else average Annual financial turnover of the firm for the last 5(five) years ending 31.03.2020 should be at least 2 times of the upper limit in the categories 1A, 2A, 3A, 4A, & 7 - and at least 1.5 times to the upper limit in the category 1B, 1C, 2B, 2C, 2D, 3B, 4B of page no. 4 of this document.
 - Definition of "similar works" – Civil. Interior, Furnishing, Electrical & LAN cabling etc. works.
 - The contractors should have PAN and GST Numbers, Government Electrical License applicable as per Govt. Rules & Regulations.

(Note: Contractors, those who are already empanelled have to submit fresh application)

- 4.0 Contractors shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify contractor's general reputation / competence. Contractor will not raise any objection if Bank approaches his Employers, Clients, Corporations, and Organizations etc. to verify contractor's general reputation / competence.
- 5.0 The Bank reserves the rights to accept or reject any application without assigning any reason.
- 6.0 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, **copies of the work order and completion certificate and / or such documents** shall be submitted. Incomplete application or application without proper proof for establishing their credentials will be rejected and no correspondence will be entertained in this regard. Decision of Bank in this regard shall be final and binding.
- 7.0 If information and details furnished by applicants are found to be false at any time in future or any information with held, which comes to the notice of the Bank at later date, the empanelment of such applicant will be cancelled immediately.
- 8.0 The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc. which may come to the possession or knowledge of the Contractor during the course of discharging contractual obligations in connection with this agreement, to any third party, and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable

laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by him as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to his/her employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

- 9.0 Empanelment does not confer any legal right to get work. All statutory dues and other compliances to be done by Contractor. Bank will not be liable for any of the non-compliance and will recover the amount paid with penalty / interest, if borne by the Bank.
- 10.0 Relationship: This agreement does not intent to create, constitute or evidence any partnership, joint venture and trust or employer / employee relationship amongst the parties.
- 11.0 Blacklist: The Bank reserves its sole right to blacklist the contractor in the event of unsatisfactory performance of contractor or non-compliance of the work order and to inform Regulatory/Govt. Authorities/IBA etc. Decision of Bank in this regard shall be final and binding on the contractor.
- 12.0 The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any of the public sector banks / public sector organizations / government / semi-government organizations including Uttar Bihar Gramin Bank during last 5 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter head of the firm duly signed by the Authorized Signatory of Contractor.
- 13.0 It is necessary that contractors / vendors must have office at Bihar.
- 14.0 Bank will be at liberty to terminate the work order and de-panel the contractor in case of any unsatisfactory performance of non-compliance of work order.
- 15.0 In the event of any dispute the jurisdiction will be of Courts at Muzaffarpur only.
- 16.0 Details of civil suits or any other litigation, if any that arouse during execution of the contract / work in last 5 years. – Proforma 4.
- 17.0 Any amendments / corrigendum for empanelment of contractors shall be published in Bank's website only. Therefore applicants are requested to visit the Bank's website regarding modifications / corrigendum issued.
- 18.0 After scrutiny of all the details and documents submitted by contractor, only eligible firms who qualify the requisite criterion of selection will be notified. Decision of Bank in this regard is final and binding. The list of empanelled firms shall be reviewed/ updated at least once in two years. Firms, not found to comply with the criteria at the time of review, shall be removed from the panel.
- 19.0 The Bank shall not be bound to empanel any or all applicants and reserves the right to reject any applicant(s) or revoke the empanelment without assigning any reason thereof. Empanelment should not be construed by the applicants as an assurance of contract award or accreditation by the Bank.
- 20.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **General Manager – Uttar Bihar Gramin Bank, Kalambagh Chowk, Head Office-Muzaffarpur, on / before February 25, 2022.**


General Manager
Uttar Bihar Gramin Bank
Head Office-Muzaffarpur

General Terms & Conditions:-

1. Earnest Money Deposits:-

EMD of Rs. 1,00,000/- (Rupees One Lakh Rupees only) shall be submitted by the Contractor/Vendor and same will be kept in Banks OPR Department of Head Office.

2. Termination Clause:-

The Bank shall have the right to terminate the contract/agreement/empanelment by issuing a notice without assigning reason thereof and also in the case of breach of contractual obligation by the empanelled. The selected empanelled/Contractors/Vendors shall not terminate the agreement for its convenience and without giving a 60 days prior written notice to the Bank.

3. Indemnity:-

Contractors/Vendors agrees to indemnify and hereby keep the Bank indemnified against all claims, losses, damages, cost, expenses which Bank may suffer or incur on account of any acts of omission or commission, negligence, fraud, default or misconduct, breach of duties and obligations, breach of covenants, breach of representations and warranties, breach of confidentiality, infringement of any patent, trademark, copyright etc. or any other statutory infringement in respect of services by the Contractors/Vendors.

4. The bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Contractors/Vendors shall be final.
5. The application forms are available on Bank's website. The intending Contractors/Vendors can download the application from the website and submit the same by the stipulated date and time at the stipulated place. The application of the Contractors/Vendors, who submit their application after 3:00 pm on 03.03.2022 or thereafter will be rejected.

6. SIGNING OF CONTRACT

The successful bidder(s) shall be required to enter into an empanelment contract with UBGB, within 7 days of the notification of empanelment or within such extended period as may be specified by Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur, Bihar, 842001, on the basis of the Tender Documents, the RFP/Tender of the successful bidder, the letter of acceptance and such other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and the acceptance thereof, with terms and conditions shall be contained in a Memorandum of Understanding to be signed at the time of execution of the Form of Contract. Signed copy of this RFP documents shall form part of the contract documents.

7. Rates Quotes, Period & Validity:-

This agreement for empanelment shall be valid for a period of Three year and will remain valid till the completion of fresh/next empanelment. Rates quoted by the Vendor shall be valid up to 1 YEAR. The same rates can be extended for additional one-year period as per the satisfactory service/ performance of respective vendor. However, Bank reserves the right to reduce and/or increase or terminate the validity period of agreement and also reserves the right to call for fresh quotes at any time during the period, if considered necessary.

8. Governing Law/Resolution/Dispute:-

This Agreement/ Empanelment shall be governed and interpreted by, and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of Courts in Muzaffarpur.

9. Use of Contract Documents and Information:-

The successful selected Contractors/Vendors shall not, without the Bank's prior written consent, make use of any document or information provided by successful selected Contractors/Vendors in Bid document or otherwise except for purpose of performing contract.

10. Assignment:-

The successful selected Contractors/Vendors shall not assign, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.

11. Confidentiality:-

The successful selected Contractors/Vendors agree to maintain confidentiality and secrecy of all information received by them and/ or their personnel, employees, staff, agents, representatives, tangible or intangible, either directly or in the course of dealing with each other and or its employees and/ or its clients. The Vendor further undertake to utilize such information only for the normal course of business purpose of this Agreement/RFP and not for any other purpose, or which may prove detrimental to the interest of the Parties and/or its employees and/ or its clients.

12. CONTACTING THE BANK

Any effort by a bidder to influence the Bank in evaluation of the Bank's bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Bank's decision will be final and without prejudice and will be binding on all parties.

13. PAYMENT TERMS.


- a). No advance payment will be made by the Bank to the Vendor. Payment will be made against after the successful/satisfactory supply and installation of material at the place branches/offices site on presentation of bills/invoices and satisfaction letter duly signed by Branch Manager/Regional Manager/GAD Chief Manager accordingly payment will be released by the Bank's GAD Deptt. Head Office
- b). The necessary TDS will be deducted as per Central Government norms.
- c). Bills/Invoices should be detailed/annexed branch-wise separately mentioning GST number on Tax Invoice, HSN Codes are to be mentioned separately.
- d). Any loss or damage caused to the UBGB property by the personnel deputed by the vendor will be recovered from the bill of payment of the vendor and the decision of UBGB authority in this matter will be treated as final and abiding to the vendor.
- e).

14. Penalty

If the rates quoted by the Vendor/Contractor are accepted to the Bank, then the required work is to be completed in given time. Further, it is clarified that if the work is not completed in given time then the Penalty of 0.5 % of purchase/work order per week or part thereof should be levied. However, penalty will not be levied for reason solely attributable to the Bank. In case of site is not ready, Bank will not charge penalty for that period.

15. The Bank reserves the right to make any changes in the terms and conditions of the tender.

16. Application received without Tender fee & EMD and after prescribed time & date will not be entertained.


General Manager
Uttar Bihar Gramin Bank
Head Office-Muzaffarpur

GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS

1. The application shall be downloaded from the live tender section of Bank's website as given in advertisement. The application will not be available in Bank. [Website – www.ubgb.com.in]
2. Vendors confirming to eligibility criteria mentioned in this application shall apply for the process. Any question/doubts related to document may be clarified with Bank over phone on **8102913036 (10am to 5pm)**. The applications shall not include any conditions whatsoever. Only unconditional forms will be accepted. Any conditional form will be liable for rejection.
3. Application form for empanelment shall be submitted in sealed envelope super scribing **'Application for Empanelment as**

SL no	Trade	Category	Upper Limit (in Rs)
1	Civil Works including rehabilitation/repair/additions/alteration works	1A	Upto Rs.2.00 lac
		1B	Upto Rs.30.00 lac
		1C	Upto Rs.100.00 lac
2	Furnishing Works	2A	Upto Rs.2.00 lac
		2B	Upto Rs.15.00 lac
		2C	Upto Rs.30.00 lac
		2D	Upto Rs.100.00 lac
3	Electrical Work	3A	Upto Rs.2.00 lac
		3B	Upto Rs.15.00 lac
4	LAN Cabling	4A	Upto 1 lac
		4B	Upto 2 lac
5	Petty works	7	Civil, painting, plumbing, carpentry, blinds, furniture/fixture, electrical repairs works upto Rs.50000/-

Note:- For apply in all category please fill up 1A to 7

4. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
5. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
6. If the space in performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
7. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of contractors.
8. The various categories of contractors proposed to be empanelled shall be as per enclosed chart. The detailed eligibility criteria are given on page 3 & 4 of the format. However Bank reserves the right to enhance the criteria in case of more number of applications in a given category.
9. The applicant should ensure that the application is hand delivered at the given address within

prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.

10. Application containing false and/ or incomplete information is liable for rejection. The applicant should enclosed fees draft (non-refundable) for Rs. 2,000/- in favor of Uttar Bihar Gramin Bank Muzaffarpur. (Exemption: Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department). The Bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Contractors shall be final.
11. Last date and time to accept the application is the last date given in advertisement, during office hours.

“Civil Works” or — “Works” means activity involving construction, fabrication repair, overhaul, renovation, decoration, installation, erection, excavation, dredging and so on, which make use of a combination of one or more of engineering / architectural design, material and technology, labour, labour machinery and equipment.

“Goods” (only in the context of Civil, Furnishing and Electrical work) includes articles, material, furniture, fixtures, raw material, spares, instruments, machinery, equipment, assemblies, sub-assemblies, accessories, or such other categories of goods or intangible products purchased or otherwise acquired for the use of Bank but excludes books, publications, periodicals, etc. for a library. The term goods” also includes works or services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Non-consultancy Services - means services in which physical aspects of the activity predominate such as hiring services for annual maintenance.

To,

**General Manager
Uttar Bihar Gramin Bank
Head Office-Muzaffarpur**

Ref:-Application for empanelment as contractors.

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorise Bank to approach our clients to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

Information to be furnished by the applicants

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos. / mobile nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i) ii) iii)
6	Name and address of Bankers		i) ii) iii) iv)
7	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i) ii)
8	If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.		i) ii) iii)

DETAILS OF DIRECTORS / PARTENERS

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	Goods and Services Tax (GST) (Enclose copy of registration certificate)				
4.	Work contract tax registration (Enclose copy of latest Sales tax clearance certificate)				
6.	Details of EPF account and registration				

FINANCIAL STATUS

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2015 – 2016				
2	2016 – 2017				
3	2017 – 2018				
4	2018 – 2019				
5	2019 – 2020				
6	2020 – 2021 (for those who have filed the return and get the required audit done)				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last five years.

PROFORMA -I
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work / project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								

Signature of the Applicant

Note The contractor shall mention only those works executed during last 5 years which fulfills the eligibility criteria on this page. The list is to substantiate with the **documentary evidence such as work order and completion certificates acceptable to Bank in absence of which the application is liable to be rejected. Category wise empanelment will be decided by only those works executed during last 5 years by Contractors/Vendors.** Other works should be mentioned on separate sheet.

PROFORMA - 2
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

Signature of the Applicant

PROFORMA -3
PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

PROFORMA -4
PARTICULARS OF CIVIL SUITS OR ANY OTHER LITIGATION, IF ANY IN LAST 5 YEARS

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of employer/owner	Date of Work order	Date of Completion of Work	Value of Work Executed	Relevant information regarding civil suits with its present stage
1							
2							
3							
4							

Signature of the Applicant

Use separate sheet ,if required.

OTHER INFORMATION

1. Work force permanently employed
 - i) Mason
 - ii) Carpenters
 - iii) Mechanics
 - iv) Electricians
 - v) Mates / helpers
 - vi) Others
2. Work shop / manufacturing / servicing unit facilities
 - i) Location
 - ii) Area
 - iii) Type of structure
 - iv) Type of facilities
3. List of major equipment in possession of the firm

List of Documents enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate.
3. Copy of PAN Card
4. Copy of GST Registration
5. EPF registration certificate
6. Copies of proof regarding the work executed like work order and completion certificate.
7. Electrical contractor license (wherever applicable).
8. Photograph of major work executed.
9. Certified copies of audited balance sheets / chartered accountants certificates.
10. Copy of power of attorney (wherever applicable)
11. Tender Fees in the form of Demand draft / pay order of Rs. 2,000/- in favour of Uttar Bihar Gramin Bank payable at Muzaffarpur.

Note - Please tick the certificates / documents attached.

Blacklisted contractor should not apply for the process.