



## Head Office Coochbehar 736101

### Tender Document

Empanelment of Architect / Consultants & Contractors / Vendors / Printer for

- i) Civil, Interior & Furnishing, ii) Electrical Works & Data Cabling, iii) Sign Board installation and repairing and iv) Printing of Non Security Stationary Documents, Forms etc.

Tender Ref No: GAD/47/2022-23/83/F-Empanelment

Tender Float Date: 07-09-2022

Last Date of Tender Submission: 23-09-2022 up to 5:00 PM

Technical Bid Opening Date: 26-09-2022

Time period of work: 30 days from award of work order

Tender Fees: ₹ 5000.00/- (Rupees Five Thousand Only) DD in favour of Uttarbanga Kshetriya Gramin Bank, Payable at Coochbehar.

Earnest Money Deposit: ₹ 5,000/- (Five Thousand Only) for empanelment as Architect / Consultant, ₹ 50,000/- (Fifty Thousand Only) (for Civil, Interior & Furnishing and printing of non-security stationaries, documents, forms etc.) and ₹ 20,000/- (for installation and repairing of signboard and Electrical and Data Cabling) DD in favour of Uttarbanga Kshetriya Gramin Bank, Payable at Coochbehar, MSME Registered contractors / vendors are exempted from EMD. Relevant Documents to be submitted with the application.

Validity of Tender: 90 days

Email for Correspondence: [gadho@rrbubkbg.in](mailto:gadho@rrbubkbg.in)

Sr. No..... (For Office Use Only)

**APPLICATION FOR EMPANELMENT OF CONTRACTORS**

Name of the Applicant

Category Applied For

Last Date of Submission: 23-09-2022

**General Administration Department  
Uttarbanga Kshetriya Gramin Bank  
Head Office, Shib Bari Road,  
Coochbehar - 736101**

**Empanelment of Contractors**

Uttarbanga Kshetriya Gramin Bank is in process of empanelling contractors in the field of i) Civil, Interior & furnishing work (for new and repairing), ii) Electrical and Data Cabling work for refurbishing / renovation / repair of offices / premises, iii) Installation and repair and maintenance of Sign Board for the branches / offices and iv) Printing of non-security stationary documents, forms etc. for the branches / offices within five districts (Coochbehar, Alipurduar, Jalpaiguri, Darjeeling & Kalimpong) of West Bengal.

1. Application forms are invited for empanelment of experienced, reputed, and competent contractors / service providers / printers as the case may be.
2. The contractors / service providers / printers must have local office / offices within the five districts (Coochbehar, Alipurduar, Jalpaiguri, Darjeeling & Kalimpong) of West Bengal.
3. Contractors / service providers / printers shall apply for empanelment in prescribed format, which can be downloaded from the web site.
4. The various categories contractors / service providers / printers proposed to empanelled are given in closed chart. The eligibility criteria shall be as under:-

**a) For Civil, Interior & Furnishing works:-**

- The firm (Contractors) should have minimum 5 years “similar work” experience ending 31.03.2022 in the respective field applied for.
- In last 5 (five) years the contractor should have carried out **i)** at least 1 (one) work costing not less than the amount equal to ₹ 5,00,000.00/- (Rupees Five Lakh Only) or **ii)** at least 2 (two) similar works costing not less than the amount equal to ₹ 3,00,000.00/- (Three Lakh Only) or **iii)** At least 3 (Three) similar works costing not less than the amount equal to ₹ 2,00,000.00/- (Two Lakh Only).
- Total amount of work carried out by the bidder within a financial year should not be less than less than ₹ 15,00,000/- (Fifteen Lakhs Only).
- The firm (contractors) must have executed work for private / public sector / Regional Rural banks or public / private sector organizations having local offices (place of application).
- The contractors should have Trade Licence, PAN and GST numbers applicable as per Govt. Rules & Regulations.
- Definition of “similar work” – Civil, Interior, Furnishing etc. works.

**b) For Electrical & Data Cabling Work:-**

- The firm (Contractors) should have minimum 5 years “similar work” experience ending 31.03.2022 in the respective field applied for.
- The contractor should have carried out work of ₹ 1,00,000.00/- (One Lakh Only) within last one year.
- The firm (contractors) must have executed work for private / public sector / Regional Rural banks or public / private sector organizations having local offices (place of application).
- The contractors should have Trade Licence, PAN and GST numbers, Government Electrical License applicable as per Govt. Rules & Regulations.
- Definition of “similar work” – Electrical & allied works, data cabling etc. works.

**c) For Sign Board:-**

- The firm (Contractors / service providers) should have minimum 5 years “similar work” experience ending 31.03.2022 in the respective field applied for.
- The contractor should have carried out work of ₹ 1,00,000.00/- (One Lakh Only) within last one year.
- The firm (contractors) must have executed work for private / public sector / Regional Rural banks or public / private sector organizations having local offices (place of application).
- The contractors should have Trade Licence, PAN and GST numbers applicable as per Govt. Rules & Regulations.
- Definition of “similar work” – Repair & Installation of Sign Board, lollypop board etc.

**d) For Stationary Printing:**

- The firm (Contractors / Printers) must have own infrastructure for offset printing.
- The firm (Contractors / Printers) should have minimum 5 years “similar work” experience ending 31.03.2022 in the respective field applied for.
- In last 5 (five) years the contractor should have carried out **i)** at least 1 (one) work costing not less than the amount equal to ₹ 5,00,000.00/- (Rupees Five Lakh Only) or **ii)** at least 2 (two) similar works costing not less than the amount equal to ₹ 3,00,000.00/- (Three Lakh Only) or **iii)** At least 3 (Three) similar works costing not less than the amount equal to ₹ 2,00,000.00/- (Two Lakh Only).
- Total amount of work carried out by the bidder within a financial year should not be less than less than ₹ 15,00,000/- (Fifteen Lakhs Only).

- The firm (contractors / printers) must have executed work for private / public sector / Regional Rural banks or public / private sector organizations having local offices (place of application).
  - The contractors / vendors should have Trade Licence, PAN and GST numbers applicable as per Govt. Rules & Regulations.
  - Definition of “similar work” – all kind of printing works.
5. **The contractors who intend to apply for more than one category have to apply for each category using separate application form and fee.**
  6. Contractors shall also authorise the bank to approach his employers, clients, corporations, Organizations etc. to verify contractor’s general reputation / competence. Contractor will not raise any objection if Bank approaches his employers, clients, corporations, Organizations etc. to verify contractor’s general reputation / competence.
  7. The bank reserve the rights to accept or reject any application without assigning any reason.
  8. 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.
  9. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the bank at later date, the empanelment of such applicant will be cancelled immediately.
  10. The panel of empanelled contractors / vendors shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of the bank. Contractors / vendors whose performance not found satisfactory will be removed from the panel without soughing any reason. UBKGB reserves the right to use the said panel for one work or some or all forms or selected forms of work.
  11. 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.
  12. 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.
  13. **Relationship:** This agreement does not intent to create, constitute or evidence any partnership, joint venture and trust or employer / employee relationship amongst the parties.
  14. **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.
  15. The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any of the public sector banks / Regional Rural Banks / public sector organizations / government / semi-government organizations including any of the offices / branch of Central Bank of India 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.
  16. 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.
  17. In the event of any dispute the jurisdiction will be of Courts at Coochbehar / Siliguri only.
  18. Details of civil suits or any other litigation, if any that arose during execution of the contract / work in last 5 years – Proforma 3.
  19. Other information about human infrastructure need to be provided as per Proforma 4.
  20. 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.
  21. 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.

22. 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 issuance of work order or accreditation by the Bank.
23. Completed empanelment document shall be submitted within the last date and time specified in advertisement to the office of **General Manager (GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar – 736101.**

**GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS**

1. The application shall be downloaded from the tender section of Bank's website as given in advertisement. The application will not be available in Bank. [Website – [www.ubkgb.org](http://www.ubkgb.org)]
2. Application for empanelment of contractors / vendors for Civil, Interior and Furnishing work will be as per Annexure 1 (a).
3. Application for empanelment of contractors / vendors for electrical & data cabling work will be as per Annexure 1 (b).
4. Application for empanelment of contractors / vendors for repair & maintenance and installation of sign board will be as per Annexure 1 (c).
5. Application for empanelment of contractors / vendors for printing of non-security indents, forms etc. will be as per Annexure 1 (d).
6. Details of directors / partners / proprietors should be submitted as per format of Annexure II.
7. Details of registration and financial status should be submitted as per Annexure III.
8. Vendors confirming to eligibility criteria mentioned in this application may apply for the process. Any question / doubts related to document may be clarified with Bank over phone on **03582 – 229301/302 (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.
9. Application form for empanelment shall be submitted in sealed envelope super scribing **‘Application for Empanelment as Contractors For .....Category.....**
10. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
11. 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.
12. If the space in proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma 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.

13. 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.

14. 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.

15. Application containing false and / or incomplete information is liable for rejection. The applicant should enclosed fees draft (non-refundable) for ₹ 5000/- in favour of Uttarbanga Kshetriya Gramin Bank, Head Office, and Coochbehar. The Applicant will also submit ₹ 5,000/- (Five Thousand Only) for empanelment as Architect / Consultant, ₹ 50,000/- (Fifty Thousand Only) (for Civil, Interior & Furnishing and printing of non-security stationaries, documents, forms etc.) and ₹ 20,000/- (for installation and repairing of signboard and Electrical and Data Cabling) DD in favour of Uttarbanga Kshetriya Gramin Bank, Payable at Coochbehar. The EMD shall bare no interest. MSME Registered contractors / vendors are exempted from EMD. Relevant Documents to be submitted with the application (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.

16. The EMD amount of the vendor will be returned on completion of the tender process, to the unsuccessful bidders and to successful will be given back after submission of security deposit of ₹ 50,000/- in the form of Bank Guarantee (in approved format) of any scheduled bank drawn in favour of the Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar while executing the Agreement. The Security deposit of successful bidder shall be retained up to the period of contract. The SD shall bear no interest.

17. Last date and time to accept the application is the last date given in advertisement, during office hours.

**[K. Soni]**  
**General Manager**

**List of categories of vendors / contractors**

**The categories for the Contractor's panel would be as under:**

1. Civil, Interior, Furnishing & Composite works (works and goods)
2. Electrical and Data Cabling work (works and goods)
3. Installation of new and repairing of existing Sign Board or Flex.
4. Printing of Non Security Stationary Documents, Forms etc.

The applicant is required to tick the category applying for.

The contractors who intend to apply for more than one category have to apply for each category using separate application forms and fees.

“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 and sign board) includes articles, material, furniture, fixtures, raw material, spares, flex, 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,  
The General Manager (GAD)  
Uttarbanga Kshetriya Gramin Bank,  
Head Office, Shib Bari Road,  
Coochbehar – 736101.

Reg: **Application for empanelment as contractors.**

Respected 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:



**Annexure I (a)****Information to be furnished by the applicants applying for empanelment for Civil, Interior & Furnishing works**

1	Name of the Organisation / Firm / Applicant		
2	Address with telephone no. and email address if any	Postal Address	
		Telephone Nos / Mobile	
		E-mail Address	
3	Year of establishment		
4	Status of the firm (Enclose Copy)		Proprietorship / Partnership / Limited / Trust / Any Other
5	Name of the Directors / Partners / Proprietor		i) ii) iii) iv)
6	Name of the address of the Bankers		i) ii) iii) iv) v)
7	Name of the major Projects i) At least one work costing not less than the amount equal to ₹ 5,00,000.00/- or ii) At least two similar works costing not less than the amount equal to ₹ 3,00,000.00/- or iii) At least three similar works costing not less than the amount equal to ₹ 2,00,000.00/-  <b>(Details to be furnished in Proforma 1)</b>		
8	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. <b>(Details to be furnished in Proforma 2)</b>		
9	If you are registered in panel of other Organisation / Statutory bodies such CPWD, PWD, MES, Banks, RRBs etc. furnish their name, category and date of registration.		i) ii) iii)

Signature of the Applicant

Place

Date:

**Annexure I (b)****Information to be furnished by the applicants applying for empanelment for Electrical & Data Cabling Work**

1	Name of the Organisation / Firm / Applicant		
2	Address with telephone no. and email address if any	Postal Address	
		Telephone Nos / Mobile	
		E-mail Address	
3	Year of establishment		
4	Status of the firm (Enclose Copy)		Proprietorship / Partnership / Limited / Trust / Any Other
5	Name of the Directors / Partners / Proprietor		i) ii) iii) iv)
6	Name of the address of the Bankers		i) ii) iii) iv) v)
7	Name of the major Projects within last one year and amount involved  <b>(Details to be furnished in Proforma 1)</b>		i) ii) iii) iv)
8	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. <b>(Details to be furnished in Proforma 2)</b>		
9	If you are registered in panel of other Organisation / Statutory bodies such CPWD, PWD, MES, Banks, RRBs etc. furnish their name, category and date of registration.		i) ii) iii)

---

 Signature of the Applicant

Place

Date:

**Annexure I (c)****Information to be furnished by the applicants applying for empanelment for Sign Board**

1	Name of the Organisation		
2	Address with telephone no. and email address if any	Postal Address	
		Telephone Nos / Mobile	
		E-mail Address	
3	Year of establishment		
4	Status of the firm (Enclose Copy)		Proprietorship / Partnership / Limited / Trust / Any Other
5	Name of the Directors / Partners / Proprietor		i) ii) iii) iv)
6	Name of the address of the Bankers		i) ii) iii) iv) v)
7	Name of the major Projects within last one year and amount involved  <b>(Details to be furnished in Proforma 1)</b>		i) ii) iii) iv)
8	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. <b>(Details to be furnished in Proforma 2)</b>		
9	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)

---

 Signature of the Applicant

Place

Date:

**Annexure I (d)****Information to be furnished by the applicants applying for empanelment for Stationary Printing works**

1	Name of the Organisation		
2	Address with telephone no. and email address if any	Postal Address	
		Telephone Nos / Mobile	
		E-mail Address	
3	Year of establishment		
4	Status of the firm (Enclose Copy)		Proprietorship / Partnership / Limited / Trust / Any Other
5	Name of the Directors / Partners / Proprietor		i) ii) iii) iv)
6	Name of the address of the Bankers		i) ii) iii) iv) v)
7	Name of the major Projects i) At least one work costing not less than the amount equal to ₹ 5,00,000.00/- or ii) At least two similar works costing not less than the amount equal to ₹ 3,00,000.00/- or iii) At least three similar works costing not less than the amount equal to ₹ 2,00,000.00/-  <b>(Details to be furnished in Proforma 1)</b>		
8	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. <b>(Details to be furnished in Proforma 2)</b>		
9	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)

---

 Signature of the Applicant

Place

Date:

**Annexure II****Details of Directors / Partners / Proprietors**

<b>Sr. No</b>	<b>Name of Partners / Directors / Proprietors</b>	<b>Academic Qualification</b>	<b>Official Designation</b>	<b>Address / Phone / Fax / e-mail</b>
1				
2				
3				
4				
5				
6				

---

Signature of the Applicant

Place

Date:

**Annexure III****Details of Registration**

Sl No	Name of the Organisation / Department	Registration No	Date / Year of Registration	Enclosed Proof	
				Yes	No
1	Register of firms and societies				
2	Income tax department (mention PAN No with copy of latest income tax clearance certificate)				
3	Goods & Service Tax (GST) (Enclose copy of registration certificate)				
4	Work contract tax registration (Enclose copy of latest sale tax clearance certificate)				
5	Details of EPF account and registration				

**Financial Status**

Sl No	Financial Year	Turnover of the firm (Amount in Lakhs)	Profit / Loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate	
				Yes	No
1	2017 – 18				
2	2018 – 19				
3	2019 – 20				
4	2020 – 21				
5	2021 – 22				

Furnish copies of audited Balance Sheets and Profit & Loss Account (audited) for the last five years. If audited financial statement is not available for any of the year, please mention reason thereof along with unaudited financial statement.

\_\_\_\_\_  
Signature of the Applicant

Place

Date:

**PROFORMA – 1****PARTICULARS IN RESPECT OF WORK EXECUTED**

Sl. 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

Place

Date:

(Use Separate Sheet If Required)

Note The contractor shall mention only those works executed during last 5 years which fulfils the eligibility criteria on this page. The list is to substantiated 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. Other works should be mentioned on separate sheet.

**PROFORMA – 2****Particulars in Respect of Work in Hand**

Sl. 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							
5							
6							

---

 Signature of the Applicant

Place

Date:

(Use Separate Sheet If Required)



**PROFORMA – 3****PARTICULARS OF CIVIL SUITS OR ANY OTHER LITIGATION, IF ANY IN LAST 5 YEARS**

Sl. 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

Place

Date:

(Use Separate Sheet If Required)

**PROFORMA – 4**

**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

---

Signature of the Applicant

Place

Date:

**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 licence (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 ₹ 5000/- in favour of Uttarbanga Kshetriya Gramin Bank,  
Payable at Coochbehar.
12. EMD of ₹ 5,000/- (Five Thousand Only) for empanelment as Architect / Consultant, ₹ 50,000/- (Fifty Thousand Only) (for Civil, Interior & Furnishing and printing of non-security stationaries, documents, forms etc.) and ₹ 20,000/- (Rupees Twenty Thousand Only) for installation and repairing of signboard and Electrical and Data Cabling in the form of DD in favour of Uttarbanga Kshetriya Gramin Bank, Payable at Coochbehar. MSME Registered contractors / vendors are exempted from EMD. Relevant Documents to be submitted with the application (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)

**Note - Please tick the certificates / documents attached.**

Blacklisted contractor should not apply for the process.

---

Signature of the Applicant

Place

Date:

**Empanelment of Architect / Consultant**

1. Request for empanelment is invited from reputed Architects/Consultants for their services for various types of Interior Furnishing, Renovation and Repair works of Bank's premises at its various locations at Coochbehar, Jalpaiguri, Alipurduar, Darjeeling & Kalimpong District of West Bengal.
2. **Broad Scope of Work**

The Consultant/Architect shall perform the work mentioned below specified by the Employer (UBKGB) and render in connection therewith all the professional services covering in particular the following:

**A. For Interior Works**

- a) Taking the Employers' instructions, preparing preliminary / sketch designs of interior of offices / branches (including carrying out necessary revisions till the sketch designs are finally approved by the Employer), making approximate item wise estimates of cost and preparing reports (as applicable) on the scheme so as to enable the Employer to take a decision on the sketch designs.
- b) Preparing detailed working drawings for interiors / furnishing, electrical, air-conditioning, computer and telephone lines, etc. (in connection with qualified and reputed consultants approved by the Employer in the respective fields, if required). Preparing specifications, detailed estimates of cost or such other particulars as may be necessary for the preparation of bills of quantities.
- c) Additionally, bank at its own discretion may assign full / partial responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. that may be engaged from time to time.
- d) Additionally, bank at its own discretion may engage for checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment and passing and certifying accounts so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer. The Employer's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specification and execution and scrutinise the bills before payment.
- e) Submitting to the Employer, along with the completion certificate, three copies each of the "AS BUILT" layout drawings with full dimensions and details in respect of the interior furnishing work, electrical work, air-conditioning etc. on completion of the work.
- f) Rendering any other service connected with the said works usually and normally rendered by Consultant / architects and not referred to in any of the items referred to above.

**B. For Repair / Renovation Works:**

- a) Summarization of data and preparing detailed report/documents viz.
  - i. Preparation of drawings of interior as required, specifications and cost estimates.
  - ii. Bank at its own discretion may assign full / partial responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. to ensure that the work is completed in accordance with the drawings & contract (s).
  - iii. Doing all that is necessary for satisfactorily completion of renovation and repairing work in accordance to the drawings, specifications and contracts of the work such as:
    - 1) Checking and inspection of the samples to be used in said renovation / repairing works. Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer. The Employer's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specifications and execution and scrutinise the bills before payment.

3. **Eligibility Criteria**

- 1) The Principal Consultant / Architect of the firm / agency should be professionally qualified Consultant / Architect / Engineer having graduate degree B.Arch. / B.E Civil / B.Tech (Civil) or Diploma in Architecture /Civil Engg. Architects should be member of Council of Architect.
- 2) The Consultant / Architects (Consultants)
  - should be preferably based within Coochbehar, Jalpaiguri, Alipurduar, Darjeeling & Kalimpong District of West Bengal,
  - shall have minimum experience of 5 years in the field of executing similar works,
  - having executed similar work / empanelled with Govt. Dept., Banks, Financial institutions and Public Sector Undertakings will be preferred,
- 3) The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards Repairs / Renovation / Interior works
  - One similar nature of work costing at-least of ₹ 10 lakh in last 3 years (ending with the last date for receipt of applications) or
  - Two similar nature of works costing atleast of ₹ 7 lakh in last 3 years (ending with the last date for receipt of applications).
- 4) The Consultant / Architects should have a professional reputation and the quality of works executed by them should be of acceptable standard. The works assigned to them should have been completed within the prescribed time. UBKGB may inspect the works of the Agency to assess quality and performance.
- 5) The Consultant / Architects / Associates / Groups who will be empanelled, will not be allotted any work to him / them / any relatives of them in the project at which his / theirs services as Consultant / Architects is proposed to be taken.

The Consultant / Architect are required to attach the requisite satisfactory documents as proof towards pre-qualification, along with their application. Failure to submit the same may result into rejecting the application. BANK reserves the right to cross check the information furnished and may obtain confidential report from their previous clients. UBKGB reserves the right to reject any or all applications at any stage without assigning any reason, thereof.

4. **Validity of Panel**

The panel of prequalified Architects (Consultants) shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of the bank. Consultants / Architects whose performance not found satisfactory will be removed from the panel without soughing any reason. UBKGB reserves the right to use the said panel for one work or some or all forms or selected forms of work.

5. **Application Form, etc.:**

- The applications in the prescribed Format along with all supporting documents like copies of PAN card and latest Income-Tax return filed, list of work completed / in hand with their value during last 3 years, work completion certificates, list of personnel available, details of registration / empanelment with different institutions, etc.
- The applications should reach to General Manager, GAD on or before \_\_\_\_\_, 2022 up to \_\_\_\_\_ Hrs. to the below mentioned address:

**Uttarbanga Kshetriya Gramin Bank**  
**Head Office, Shib Bari Road,**  
**Opposite N. N. Park,**  
**Coochbehar – 736101,**  
**Phone – 03582 229301/302**  
**Mail ID: [gadho@rrbubkgb.in](mailto:gadho@rrbubkgb.in)**

- Architects (Consultants) who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be empanelled. No other advertisement shall be released.

- Interested Architects (Consultants) who satisfy the criteria should apply with complete details in the following format.
  - 1) Format for bio-data/application (Format-III)
  - 2) Format for list of works executed / in hand (Format III A & III B )
  - 3) Format for details of Resources / Infrastructure (Format III C)
  - 4) Format for details of empanelment with other organization (Format III D)

**6. Earnest Money Deposit (EMD)**

- EMD of ₹5000.00 shall be submitted along with the duly filled in application forms. EMD's of qualified agencies/architects will be given back after completion of tender process and on submission of the BG and EMD's of disqualified agencies/architects will be given back after completion of tender process.

**7. Payment Terms:**

- For sketch map of interior design along with the item wise estimate, a fee @ ₹ 10/- per Sq.ft of the carpet area of the location will be payable.
- If the bank at its own discretion assigns full / partial responsibility for the supervision, proper coordination and execution of the works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. 2% of the entire project cost, subject to maximum up to ₹ 12,000/- will be payable as remuneration.
- If the bank at its own discretion engages for checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment and passing and certifying accounts so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer, 2% of the bill amount of each contractor subject to maximum up to ₹ 12,000/- will be payable as remuneration for the job.
- The stages of payment will be as follows,
  - i. For drawings of interior sketch map, 70% of the base amount of total payment plus total tax will be payable on submission of the design and associated bills. Rest 30% of the base amount will be payable after successful completion of entire project.
  - ii. Full amount of the remuneration payable for full / partial responsibility for the supervision, proper coordination and execution of the works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. will be payable on submission of the invoice after completion of the project.
  - iii. Full amount of the remuneration payable for full / partial responsibility for checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment and passing and certifying accounts so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer will be payable on submission of the invoice after satisfactorily completion of the project.

**8. Disciplinary Actions:**

- The Consultant / Architect / Architectural Firm shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement / MOU. It shall have to execute the works as per contract on time and with good quality and as per standardized specification. Bank shall have the right to suspend business with it for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by bank after issue of a show cause notice. Decision of bank shall be final and binding on the Consultant / Architect / Architectural Firm.

**REVISION OF ABOVE RULES OF EMPANELMENT**

Bank may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empanelled Consultant / Architects / Architectural Firms. Bank reserves its right to accept / reject any / or all the applications without assigning any reasons whatsoever.

**Format-III****Application Form**

1	Name and address of the Firm/ Co., including contact numbers / Mobile / Fax/E-mail, etc.	
2	Nature of firm/Co., whether Proprietary/ Company Partnership (furnish full details)	
3	Year of Establishment	
4	Organization profile, infrastructure facilities,etc.	
5	Name of Main Architect (Principal) / Engineer with Registration details with Council of Architects/IIA /Local Dev. Authority / Municipal Corporation	
i	Telephone/	
ii	Mobile No:	
iii	Email id.	
6	Name of Partner(s) / Associate(s), if any withtheir Bio-data	
7	Details PAN No. (Enclose copy of PAN card and latest incometax return filed)	
8	Name & address of the Bankers	
9	Detailed description and value of work done inthe past five years and works in hand (to be furnished in Format- A & B)	
10	Details of Resources (manpower, tools andplant) / Infrastructure available (to be furnished in Format-C)	
11	Details of registration/ empanelment with Govt. Agencies/ Banks / FIs /PSUs (to be furnished in in Format – D)	
		Signature
		Name
		Date
<i>Note: Please enclose separate sheets / photographs / documents as required.</i>		

\_\_\_\_\_  
Signature of the Applicant

Place

Date:

**Format III A****Particulars in respect of similar works executed in the last five years**

Sl. No.	Name of the work executed with address	Name and address of the owner / client	Value of work executed in ₹	Date of completion	Stipulated time for Completion	Actual time taken for completion	Name of Contractor & Contact Details	Remarks if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

**Format III B****Particulars in respect of similar works in hand**

Sl. No.	Name of the work executed with address	Name and address of the owner / client	Value of work executed in ₹	Date of award	Stipulated time for Completion	Present Status	Name of Contractor & Contact Details	Remarks if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

\_\_\_\_\_  
Signature of the Applicant

Place

Date:



### Format III C

#### 1. Details of Manpower

Sl. No.	Category	Qualification	Experience	Remarks
1.	Architects			
2.	Engineers			
3.	Associates for specialized jobs			
4	Supervisor / Draughtsman / Other Staff			

#### 2. Details of Equipment / Infrastructure:

(Please indicate the infrastructure facilities available viz.  
Computers, software, plotter, office details etc.)

#### 3. Any other information:

\_\_\_\_\_  
Signature of the Applicant

Place

Date:

**Format III D****Details of empanelment with other organisation / departments**

<b>Sl. No.</b>	<b>Name and address of institution with contact no.</b>	<b>Registered / empanelled for value of work up to and other details</b>	<b>Date of empanelment and validity</b>	<b>Details of Certificate / letter from the institution / Bank etc. if any</b>

Please enclose letter from the organisation where you are empanelled.

---

Signature of the Applicant

Place

Date: