



Field General Manager's Office, Chennai
Union Bank Bhavan, 3rd Floor, 139, Broadway, Chennai - 600108

EMPANELMENT NOTICE FOR CONTRACTORS

Union Bank of India, a leading Nationalized Bank, invites application for empanelment for Contractors for a period of 3 years extendable for further period of 1 year for the works of Civil works including Painting works, Furnishing work, Modular furnishing work, Supplying of Readymade furniture, Upholstery/ repairs of Chairs and sofas, Electrical work, Air Conditioning work, Fire safety work, Pest Control Services, for its Branches / Offices / Residences under Chennai Zone comprising the Regions of North, South & West within the Districts of Chennai, Kancheepuram, Chengalpattu, Thiruvallur, Tiruvannamalai, Vellore, Ranipet, Pondicherry, Tirupattur, Port Blair(South Andaman).

The application form is also available during period from 13.04.2022 to 04.05.2022 on Bank's website at www.unionbankofindia.co.in and govt. tender portal www.eprocure.gov.in. However, the application forms downloaded from the websites shall be accompanied Pay Order / Demand Draft amounting to Rs.1000.00 (Rupees Thousand only) (non-refundable) favouring Union Bank of India, payable at Chennai. **Exemption of tender fees/ EMD to MSME/ NSIC/ SSI registered firms/ agencies will be allowed on submission of self attested copy of valid registration.**

The last date for submission of the completed forms is 04.05.2022 at 15.30 hours. The filled in application form should be submitted on the following address:

Asst. General Manager,
Operations Dept, FGM's Office,
Union Bank Bhavan, 3th Floor,
139, Broadway (Prakasam Salai),
Chennai- 600108.
Contact No: 044-23460878

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.



DEPUTY GENERAL MANAGER

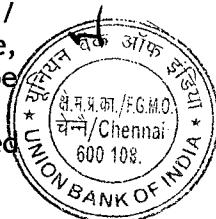


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EMPANELMENT NOTICE FOR CONTRACTORS

General information for the **Contractors** who wish to get empanelled their firm/ agency in the bank's panel list for undertaking various works/ services in jurisdictional area of Chennai Zone Regions of North, South & West within the Districts of Chennai, Kancheepuram, Chengalpattu, Thiruvallur, Tiruvannamalai, Vellore, Ranipet, Pondicherry, Tirupattur, Port Blair(South Andaman) providing Civil works including Painting works, Furnishing work, Modular furnishing work, Supplying of Readymade furniture, Upholstery/ repairs of Chairs and sofas, Electrical work, Air Conditioning work, Fire safety work, Pest control, and maintenance etc are requested to read the following instructions before filling up the forms .

1. Intending contractors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma for considering their names for empanelment.
2. The intending applicant must have Registered/ Head/ Branch Office in the Tamilnadu State.
3. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them and satisfying the short listing criteria mentioned in the application form.
4. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
5. Information furnished to Bank will be kept as strictly confidential.
6. Decision of the Union Bank of India regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors who are empanelled by the bank after completion of tendering process will be informed by post/ mail etc.
7. Intending contractors are requested to read carefully before filling the particulars in the proforma. The application form should be submitted as per the time schedule mentioned in the application form. The application after expiry of the last date/ schedule time will be summarily rejected.
8. Incomplete applications will not be considered.
9. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment will be cancelled immediately and will be blacklisted for participation in various tenders floated by the bank.
10. Where copies are required to be furnished, these should be certified copies.

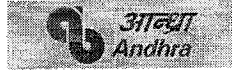




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11. Cost of the application form is Rs.1000.00 (Rupees One Thousand Only) which is not refundable, to be paid by way of Pay Order / Demand Draft favoring Union Bank of India payable at Chennai. **Exemption of tender fees/ EMD to MSME/ NSIC/ SSI registered firms/ agencies will be allowed on submission of self attested copy of valid registration as on date of tender.**
12. Application form is not transferable.
13. The solvency certificate should not be older than 6 months which will be reckoned from the date of release of advertisement of empanelment.
14. Empanelment of the firm will be valid only for 3 years, if selected. Extendable for further period of 1 year by the sole discretion of the bank on account of satisfactory services rendered during the currency of empanelment.
15. The existing contractor already on empanelled list shall submit fresh application along with necessary documents required to consider their application for fresh empanelment in the same category/ upgrading of their name in the category.
16. The selection of the participating firms/ agencies will be based on the satisfying the short listing criteria as mentioned in the application form and past performance of the works in the bank.
17. The subsidiary/ sister concern company will not be considered for empanelment.
18. If empanelled, the contractors shall only entitle him to be considered for participation in tenders subject to the conditions laid down in each individual Notice inviting tenders. It shall not confer any right on him either to be necessarily qualified in the tender process or qualify for award of works.
19. Subsequent to the empanelment, if any of the agency / firm found de-paneled / black listed from any of the Bank / other firms, the said agency / firm will be immediately de-paneled / black listed from Bank's panel.
20. The agency / firm to submit Confidential Report regarding their project /work / services from their clients as per the proforma enclosed in the RFP. The confidential report should be submitted in a sealed envelope alongwith the application without which their application will be summarily rejected. Confidential reports for all the activities for which empanelment is sought should be submitted in a single sealed envelope.





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BIO - DATA OF CONTRACTORS

1. Name of the firm :
Address :

Telephone No. :
Office :
Residence :
Mobile :
Fax :
E-Mail :
- 2 a) Whether proprietary/partnership/:
Pvt. Ltd. / Public Ltd. (certificate
of registration / partnership deed
to be enclosed as Annexure-I).
- b) Name of the Proprietor, :
Partners, Directors

I)

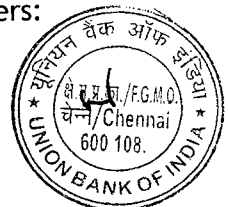
II)

III)
- c) Year of establishment :
3. Registration with Tax Authorities :
i) Income-tax (PAN) No. :
ii) GST No. :
iii) EPF Regn. No. :
iv) ESI Regn. no. :

(copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D)

4. Names of the Present Bankers with address & telephone Numbers:
I)

II)



5. Enclose solvency certificate of the : Enclosed / Not enclosed
amount as mentioned at Point No.18(4)

Note: The solvency certificate should be addressed to Union Bank of India and not older than six months from the date of tender.

6. Enclosed copies of audited balance- :
Sheet and Profit & Loss A/C. for
the last 5 years i.e.
2015-16, 2016-17, 2017-18, 2018-19 and 2019-20 as Annexure IV-A,
IV-B, IV-C, IV-D & IV-E)
(Bank will consider unaudited balance sheet upto the extent of turnover
/ Profit and Loss Account permitted as per the extant Income Tax Rule)

7. Certificate of Registration/ empanelled with Govt. / Public Sector / Banks
(certificate of Registration to be enclosed as Annexure V)

Name of the organisation	Year since empanelled

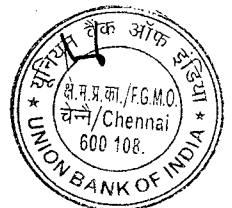
8. Give details if at present involved in litigation in similar type of contracts

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose :
during execution of contract in the
past 10 years.

10. Specify maximum value of single :
value project executed during the
last three years.

11. Name & relation, if any, with the staff :
member of Union Bank of India.



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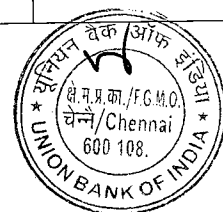
12. Details of work executed during the last 7 years:

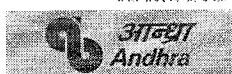
Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with dt Commence completion	If work left incomplete or terminated (give reasons)

Note: Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure-VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work





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14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Net Profit and Loss	Income-tax paid	GST paid
1	2016-17				
2	2017-18				
3	2018-19				
4	2019-20				
5	2020-21				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E). In cases, where firm is engaged in multiple activities, turnover in the respective category for which the bidder intends to be empanelled, should be duly certified by the Chartered Accountant.

16. List of equipments / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available





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17. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

Sr. No.	Name of the activity	Class to which empanelment is sought A / B
1.	Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing, Painting works).	
2	Modular furniture.	
3	Furniture / Furnishing work including carpentry work, polishing work, carpet works, curtain works, varnishing blinds, sofa work, repairs/upholstery of sofa and chairs .	
4	Electrical work including repairs and maintenance and supply of readymade electrical items for offices/ quarters.	
5	Air-conditioning - Installation, servicing and maintenance.	
6	Supply of readymade furniture i.e. tables / chairs / storage/ compactors.	
7	Pest Control Services.	
8	Misc. work i.e. repairs to sofa, carpet cleaning, aqua guard / water cooler / water filter, etc.	
9	Tele-communication work including maintenance of EPBAX system, supply of instrument / repairs / wiring.	
10	Housekeeping of Office / Residential buildings/ quarters.	
11	Garden Development & Maintenance.	
12	Signages (Neon/LED/Glow/Electronic Display Board)	

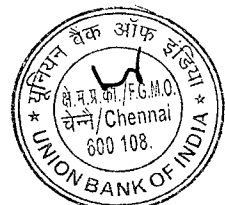
NOTE: For works at Sr. Nos. 1 to 6, category shall be mentioned; whereas for works at Sr. Nos. 7 to 12, empanelment will be done without category.

CLASSIFICATION OF REGISTRATION FOR SR. NOS. 1 TO 3

- B. CLASS JOB UPTO RS.15.00 LACS
A. CLASS JOB UPTO RS.40.00 LACS

CLASSIFICATION OF REGISTRATION FOR SR. NOS. 4 & 6

- B. CLASS JOB UPTO RS.15.00 LACS
A. CLASS JOB UPTO RS.30.00 LACS



18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage	Self rating marks
1	Should have executed one similar work of 80% of the value indicated for the category for which registration is sought during last 3 years OR Should have executed two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years OR Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 3 years OR For categories without classification i.e. from 7 to 12, 3 similar works of Rs.5.00 lacs each during last 3 years i.e 2018-19, 2019-20 & 2020-21.	50	
2	Average turnover for the last three years shall be 30% of the upper ceiling mentioned For categories 1 to 3 A. Class Rs.12.00 lacs / B. Class Rs.4.50 lacs For categories 4 and 6 A Class Rs.9.00 lacs / B Class Rs.4.50 lacs For categories 7 to 12 Rs.1.50 lacs.	20	
3	Should have made profit during last three financial years i.e 2018-19, 2019-20 & 2020-21.	10	
4	Should have submitted solvency certificate of 30% of the upper ceiling mentioned For categories 1 to 3 A. Class Rs.12.00 lacs / B. Class Rs.4.50 lacs For categories 4 and 6 A Class Rs.9.00 lacs / B Class Rs.4.50 lacs For categories 7 to 12 Rs.1.50 lacs	10	
5	Experience with Govt. Organization/ PSUs/ Public/Private sector Bank/ Reputed Companies	10	

NOTE: Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Agencies scoring 80 marks & above will only be considered for pre-qualification. Agencies themselves have to fill in self-rating marks column in the above table.





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FORMAT OF CONFIDENTIAL REPORT

(To be submitted by the Client of applicant on their letter head in sealed envelope to be attached with the application - Mandatory requirement)

To:

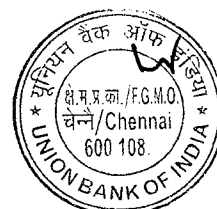
The Assistant General Manager,
Operations Dept, FGM's Office,
Union Bank Bhavan, 3th Floor,
139, Broadway (Prakasam Salai),
Chennai- 600108.
Contact No: 044-23460878

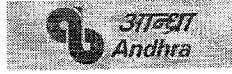
Sir,

Confidential Report on M/s. _____

This is to certify that M/s. _____, having Office at _____ have completed the work of _____.
Confidential Report for our project executed is as under:

1.	DETAILS OF PROJECT EXECUTED BY THE FIRM	
2.	AREA OF WORK	
3.	DATE OF COMMENCEMENT OF PROJECT	
4.	DATE OF COMPLETION OF PROJECT	
5.	TOTAL VALUE OF PROJECT EXECUTED	
6.	QUALITY OF SERVICE RENDERED	
7.	COMPETENCE TO HANDLE WORKS	
8.	INTEGRITY AND RELIABILITY OF THE FIRM	
9.	DEALING IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	WHETHER ANY PENALTY IMPOSED FOR THE DELAY	
12.	GENERAL ATTITUDE OF THE FIRM	
13.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION	



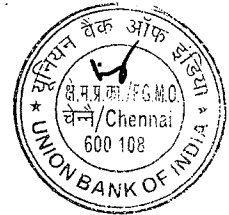


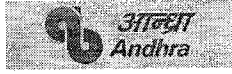
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18. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, GST, EPF, ESI authorities.	
III	Certificate of registration with the Council of Architecture OR Institution of Engineers.	
IVA, IVB, IVC, IVD & IVE	Audited Balance Sheet & Profit & Loss A/c. Statement for 2016-17, 2017-18, 2018-19, 2019-20 and 2020-2021	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for each year 2016-17, 2017-18, 2018-19, 2019-20 and 2020-2021	

Note: In absence of any of the above enclosures, your application is likely to be rejected.





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DECLARATION

(To be submitted on Firm's Letter Head)

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-Governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMS during last 7 year from the date of application.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION

