

क्षेत्रीय कार्यालय, इंदौर  
क्षेत्रीय कार्यालय, जीवन प्रदीप बिल्डिंग, 12-12A, अनूप नगर, इंदौर (म.प्र.) – 452011  
ई मेल: [pdroidore@unionbankofindia.bank](mailto:pdroidore@unionbankofindia.bank) वेबसाइट: [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)

**PRE-QUALIFICATION NOTICE FOR  
PREQUALIFICATION / EMPANELMENT OF CONTRACTORS**

Union Bank of India, Regional Office, Indore (M.P.) intends to empanel Contractors for a period of 3 years for the works of Civil work, Furniture / Furnishing, Electrical/LAN Cabling, Air-conditioning, Pest Control, Fire Safety, etc. and Annual Maintenance contracts for its Branches / Offices / Residences situated at Alirajpur, Barwani, Burhanpur, Dhar, Indore, Jhabua, Khargone, Mandsaur, Neemuch, Ratlam & Ujjain districts under Regional Office, Indore (M.P.).

Interested individuals / companies may obtain the application forms from Manager (P&D), Regional Office, Indore (M.P.) on payment of Rs.500.00 (Rupees Five Hundred Only), non-refundable by way of Demand Draft favoring Union Bank of India, payable at Indore during working hours from 25/04/2022 to 17/05/2022.

The application forms are also available during aforesaid period on Bank's website at [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and Govt. of India website at <https://eprocure.gov.in/cppp/>. However, the downloaded application forms from websites shall be accompanied with Demand Draft for Rs.500/-(non-refundable) favoring Union Bank of India, payable at Indore (M.P.).

The last date for submission of the completed forms is 17/05/2022 upto 14.00 Hrs at Union Bank of India, Regional Office Indore. The bids will be opened on 17/05/2022 at 15.30 Hrs.

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

Regional Head

## **Empanelment of Contractors:**

General information for the Contractors who wish to include their name in the Bank's panel for renovation of Branches / Offices / Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical/LAN cabling, air-conditioning, fire safety works, etc. situated at Alirajpur, Barwani, Burhanpur, Dhar, Indore, Jhabua, Khargone, Mandsaur, Neemuch, Ratlam & Ujjain districts under Regional Office, Indore (M.P.) are requested to read following instructions before filling in 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. 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.
3. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
4. Information furnished to Bank will be kept as strictly confidential.
5. 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.
6. 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 applications received after last date / scheduled time will be summarily rejected.
7. Incomplete applications will not be considered.
8. 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 can be cancelled immediately and will be blacklisted for participation in various tenders floated by the bank.
9. Where copies are required to be furnished, these should be certified copies.
10. Cost of the application form is Rs.500.00 which is not refundable, to be paid by way of Pay Order / Demand Draft favoring Union Bank of India payable at Indore

(M.P.). Exemption of tender fees/EMD to MSME/NSIC registered firms/agencies will be allowed on submission of self attested copy of valid registration as on date of tender.

11. Application form is not transferable.
12. Empanelment of the firm will be valid only for 3 years, if selected.
13. Intending contractors should have their Branch/Office in Madhya Pradesh and relevant documents should be attached with application.
14. The solvency certificate should not be older than 6 months which will be reckoned from the date of release of advertisement of empanelment.
15. The existing contractors already on the empanelled list are required to submit fresh application along with necessary documents, if they wish to apply for fresh empanelment in the same category /upgrading 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. If empanelled, the contractors shall only be entitled for participating in the tenders floated by this office, subject to the conditions laid down in each individual notice inviting tenders. It shall not confer any right on them either to be necessary qualified in the tender process or qualify for award of works.
18. 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.
19. The applicants should submit the required documents as mentioned in the form, failing which their application will not be considered. The category/group for which empanelment is requested should be mentioned on the envelope containing the application form.
20. Subsequent to the empanelment, if any of the agency / firm is found de-paneled / black listed from any bank / other firms, the said agency / firm will be immediately de-paneled / blacklisted from bank's panel.
21. 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 along with the application form without which the application will be summarily rejected.
22. On non-compliance of any of terms & conditions mentioned in this pre-qualification notice, the application for empanelment may be rejected.

## BIO - DATA OF CONTRACTING AGENCY

1. Name of the firm :

1 a) Address (Head Office) :  
Telephone No. :

Office :  
Residence :  
Mobile :  
Fax :  
E-Mail :

1 b) Address (in MP) :  
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/Service tax no. :  
iii) EPF Regn. No. :  
iv) ESI Regn. No. :  
v) TIN/VAT No. :  
vi) Excise No. :

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

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

I)

II)

5. Enclose Solvency certificate of the amount : Enclosed/Not Enclosed  
as mentioned at Point No. 19(3)  
(Certificate to be enclosed as Annexure III)

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

6. Furnish copies of audited balance sheet : Enclosed/Not Enclosed  
and Profit & Loss A/C. for the last 3 years  
as Annexure IV-A, IV-B and IV-C)

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

Name of the Organization	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.

12. Details of work executed during the last 3 years:

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

**Note:** Copies of work orders 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

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. The firm should not have incurred any loss in more than two years during last five years.

16. List of equipments / machinery owned:

Sr. No.	Name of Equipment	Year of Manufacture	Nos. available



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

Sr. No.	Name of the activity	Category for which empanelment is sought (A/B)
1	Civil work (Civil repairs including new work, structural rehabilitation of building, sanitary & plumbing, Waterproofing, Painting works). Category A - Upto Rs. 40 Lacs Category B - Upto Rs. 15 Lacs	
2	Furniture / Interior Furnishing work including carpentry work, polishing work, carpet works, curtain works , vanishing blinds, sofa work, repairs/upholstery of sofa and chairs Category A - Upto Rs. 40 Lacs Category B - Upto Rs. 15 Lacs	
3	Electrical work / LAN Cabling including repairs, maintenance and supply of readymade electrical items for branches/offices. Category A - Upto Rs. 30 Lacs Category B - Upto Rs. 15 Lacs	
4	Supply of readymade furniture i.e. chairs, tables, storage etc. Category A - Upto Rs. 30 Lacs Category B - Upto Rs. 15 Lacs	
5	Air-conditioning - Installation, servicing and maintenance.	N/A
6	Pest Control Services	N/A
7	Signages (Neon/LED/Glow/Electronic Display board)	N/A

Note: For Works at Sr. No. 1 to 4, category shall be mentioned; whereas for works at Sr. Nos. 5, 6 & 7 the empanelment will be done without category.

**18. DETAILS OF THE WORK CONFIRMING TO ELIGIBILITY AS PER CRITERIA - DETAILS MUST BE FURNISHED IN THE COLUMN ALONGWITH ENCLOSING XEROX COPIES OF DOCUMENTS/ CREDENTIALS TO PROVE THE CLAIM FAILING WHICH APPLICATION WILL BE REJECTED OUTRIGHTLY.**

Sr. NO.	Name of the Client	Work Order No.	Satisfactory completion certificate	Value of work



#### 19. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage	Self rating marks
1	<p>For categorized works at Sr. Nos. 1, 2, 3 &amp; 4: Should have executed one similar work costing not less than the amount equal to 80% of the value indicated for the category for which registration is sought during last 3 years <b>OR</b></p> <p>Should have executed two similar works costing not less than the amount equal to 50% of the value indicated for the category for which registration is sought during last 3 years <b>OR</b></p> <p>Should have executed three similar works costing not less than the amount equal to 40% of the value indicated for the category for which registration is sought during last 3 years</p> <p>For categories without classification i.e. Sr. No. 5, 6, 7 three similar works of Rs.5.00 lacs each during last 3 years i.e. 2018-19,2019-20 &amp; 2020-21</p>	50	
2	<p>Average annual financial turnover as on 31/03/2022 for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work</p> <p><b>For Works at Sr. No. 1 &amp; 2</b> Category A : Rs.12.00 lacs Category B : Rs. 4.50 lacs</p> <p><b>For Works at Sr. No. 3 &amp; 4</b> Category A : Rs.9.00 lacs Category B : Rs.4.50 lacs</p> <p>For works at Sr. nos. 5,6 &amp; 7 : Rs.1.50 lacs.</p>	20	
3	<p>Should have submitted solvency certificate of 30% of the upper ceiling mentioned</p> <p><b>For Works at Sr. No. 1 &amp; 2</b> Category A : Rs.12.00 lacs Category B : Rs.4.5 lacs</p> <p><b>For Works at Sr. No. 3 &amp; 4</b> Category A : Rs. 9.00 lacs Category B : Rs.4.5 lacs</p> <p>For works at Sr. nos. 5 to 7 : Rs.1.5 lacs.</p>	10	
4	Should have registration with Income Tax/TIN/ Service Tax/GST, EPF, ESI authorities.	10	
5	Experience with Govt. / Bank Organization	10	
<b>TOTAL</b>		<b>100</b>	

**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. Contractors scoring 80 marks & above will only be considered for pre-qualification. Contractors themselves have to fill in self-rating marks column in the above table.

20. 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, Service Tax/GST, EPF, ESI authorities.	
III	Solvency certificate	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders 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 previous 05 years.	

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

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 offices / branches of the State Bank of India/SBIIMS during last seven years.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**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)**

To,

The Regional Head,  
Union Bank of India, Regional Office, Indore  
Jeevan Pradeep Building, 12-12 A,  
Anoop Nagar, Indore (M.P.) 452011

Confidential Report on \_\_\_\_\_

Dear Sir,

This is to certify that M/s. \_\_\_\_\_, having office at \_\_\_\_\_  
\_\_\_\_\_ have completed the work of \_\_\_\_\_ as \_\_\_\_\_  
\_\_\_\_\_ Contractor. The confidential report of 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	WHETHER TIME SCHEDULE IS ADHERED TO	
10	WHETHER ANY PENALTY IMPOSED FOR THE DELAY	
11	GENERAL ATTITUDE OF THE FIRM	
12	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

(Authorised Signatory)

Name:

Designation:

Contact Details/Mail id:

WITH OFFICE SEAL