



क्षेत्रीय कार्यालय, सिलीगुड़ी
सचिन सौरभ अपार्टमेंट
आशुतोष मुखर्जी रोड, कॉलेजपाड़ा
सिलीगुड़ी-734001
टेलीफोन नं. 0353-2525363 /364/365
फैक्स-0353-2525362

Regional Office, Siliguri
Sachin Sourav Apartment
Ashutosh Mukherjee Road, College Para,
Siliguri-734001
TEL-no 0353-2525363 /364/365
Fax- 0353-2525362

Ref No: RO/SLG/OPD/ 6168 /2022-23

Date: 15-06-2022

PREQUALIFICATION NOTICE

Union Bank of India, a leading Nationalised Bank, intends to empanel Contractors for a period of 3 years for the works of Civil work, Furniture / Furnishing & Electrical works contracts for its Branches /ATMs/ Offices / Residences in Siliguri Region. Interested individuals/companies having office preferably at North Bengal Area (Alipurduar, Coochbehar, Darjeeling, Dakshin Dinajpur. Jalpaiguri, Kalimpong, Malda, Uttar Dinajpur) and Sikkim may obtain the application forms on payment of Rs.500.00 (non-refundable by way of Demand Draft favouring Union Bank of India, payable at Siliguri) during working hours from 21-06-2022 to 12-07-2022.

**Assistant General Manager
Union Bank of India,
Regional Office, Siliguri**

The application forms are also available during aforesaid period on Bank's website at www.unionbankofindia.co.in and Govt. site at www.eprocure.gov.in. However, the application forms downloaded from the websites shall be accompanied Demand Draft amounting to Rs.500/- (non-refundable) favouring Union Bank of India, payable at Siliguri.

The last date for submission of the completed forms is on 13-07-2022 at 14.00 p.m. hours.
The opening of the tender documents is on 13-07-2022 at 16:00 p.m. hours.

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

Assistant General Manager

क्षेत्रीय कार्यालय, सिलीगुड़ी Regional Office, Siliguri
सचिन सौरभ अपार्टमेंट Sachin Sourav Apartment
आशुतोष मुखर्जी रोड, कॉलेजपाड़ा Ashutosh Mukherjee Road, College Para,
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EMPANELMENT OF CONTRACTORS

General information for the contractors who wish to Include their name in the Bank's panel to carry out Civil work, Furniture / Furnishing & Electrical works.

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 contractor applying for both Civil furnishing and Electrical works should submit two separate application. The offer should be submitted in sealed covers duly superscripted "**Bid for Empanelment of Contractors for Civil Furnishing**" or "**Bid for Empanelment of Contractors for Electrical works**". The tenders should be dropped in the Tender Box at Union Bank of India, Regional Office, Siliguri.
3. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.
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 empanelled will be informed by post.
7. Intending contractors are requested to read carefully before filling the particulars in the proforma.
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 can be cancelled immediately.
10. Where copies are required to be furnished, these should be certified copies.
11. Cost of the application form is Rs.500.00 which is not refundable, to be paid by way of Demand Draft favouring Union Bank of India payable at Siliguri.
12. Application form is not transferable.
13. The empanelment will be for the period of three years or till the completion of next empanelment process by the Bank on its own discretion (whichever is earlier).
14. Empanelment will be valid only if all eligibility criteria mentioned in the Document are fulfilled during the entire empanelment period.
15. If the service provided is found unsatisfactory or if at any point of time during the empanelment, it is found that the information provided by you, is false or if you do not participate in any subsequent tendering process three times consecutively, the Bank reserves the right to remove the vendor from the empanelment list without giving any notice. Banks decision in this regard will be final.

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

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 (Head Office) :

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)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) Service tax no. :

iii) EPF Regn. No. :

iv) ESI Regn. No. :

v) TIN / VAT No. :

vi) GSTIN No : :

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

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

I)

II)

5. Enclose solvency certificate of the : Enclosed / Not enclosed

amount as mentioned at Point No.18(5)

(Certificate to be enclosed as Annexure III).

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

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for : Enclosed / Not enclosed

the last 3 years as Annexure-IV-A, IV-B & IV-C.

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

Name of the Organization	Year since empaneled

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 of Commence and 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 shall be enclosed as Annexure VI. Please note without the copies of certificates, your application is liable to be rejected.

16. 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)	Income-tax paid	VAT paid	Service Tax paid
1					

2					
3					
4					
5					

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure VIII-A,B,C,D & E

16. List of equipment's / 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	Work for which empanelment is sought
1	Furniture / Furnishing / Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing). Category A - Upto Rs.40 lacs Category B - Upto Rs.15 lacs	
2	Electrical work including repairs. Category A - Upto Rs.30 lacs Category B - Upto Rs.15 lacs	
3	Air-conditioning - Installation, servicing and maintenance.	
4	Pest control.	
5	Fire safety - installation & servicing.	

NOTE: For works at Sr. Nos. 1 and 2, category shall be mentioned; whereas for works at Sr. Nos. 3 to 5, empanelment will be done without category.

18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightages	Self-rating marks
1	<p>For works at Sr. Nos. 1 & 2</p> <ul style="list-style-type: none"> - 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 <p>- For works without classification i.e. from 3 to 5, three similar works of Rs.5.00 lacs each.</p>	60	
2	<p>Average turnover for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work</p> <p>For Work at Sr. No. 1</p> <ul style="list-style-type: none"> - Category A Rs.12.00 lacs - Category B Rs.4.50 lacs <p>For Work at Sr. No. 2</p> <ul style="list-style-type: none"> - Category A Rs.9.00 lacs - Category B Rs.4.50 lacs <p>For works at Sr. nos. 3 to 5 Rs.1.50 lacs.</p>	20	
3	Should have made profit for at least two years during the last three years.	10	
4	<p>Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months)</p> <p>For Work at Sr. No. 1</p> <ul style="list-style-type: none"> - Category A Rs.12.00 lacs - Category B Rs.4.50 lacs <p>For Work at Sr. No. 2</p> <ul style="list-style-type: none"> - Category A Rs.9.00 lacs - Category B Rs.4.50 lacs <p>- For works at Sr. nos. 3 to 5 Rs.1.50 lacs.</p>	10	
TOTAL		100	

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.

19. 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 and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years (2019-2020, 2020-2021, 2021-2022)	
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

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.

Place : SIGNATURE

Date : NAME & DESIGNATION

SEAL OF ORGANISATION