

DATE : 18.07.2022

### 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, Air-conditioning.

1. Intending contractors are requested to furnish details about their firm, technical Experience, competence and evidence of their financial standing as per enclosed Performa 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.
3. If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper as **Annexure**.
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 empanelled will be informed by post.
6. Intending contractors are requested to carefully read the instructions before filling the particulars in the Performa.
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.
9. Wherever copies of documents are required to be furnished, these should be **Self-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** favouring Union Bank of India payable at Varanasi.
11. Application form is not transferable.
12. **Empanelment of the firm will be valid for 3 years, if selected.**
13. Firms who are applying for empanelment **MUST HAVE** their registered office at **Varanasi /Chandauli district**.
14. The empanelment will be exclusively for the applicants shortlisted and not for their sister concern or subsidiaries, if any.
15. The **Last date** for submission of the complete forms is **08.08.2022 at 17.00 hours** at Union Bank of India, Regional Office, Chandra Chamber, Sikraul, Varanasi. UP. PIN-221002



### BIO - DATA OF CONTRACTING AGENCY

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)
- c) Year of establishment :
3. Registration with Tax Authorities :  
i) Income-tax (PAN) No. :  
v) Service tax no. :  
vi) EPF Regn. No. :  
vii) ESI Regn. No. :  
viii) TIN / VAT No. :  
ix) 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)

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



5. Enclose solvency certificate of the amount as mentioned at Point No.18(5) (Certificate to be enclosed as Annexure III). : Enclosed / Not enclosed

**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 the last 3 years as Annexure-IV-A, IV-B & IV-C. : Enclosed / Not enclosed
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 dt 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 shall 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)	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 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	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. 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.**

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

**18. PRE-QUALIFICATION CRITERIA:**

Sr. No.	Criteria	Weightages	Self rating marks
1	For works at Sr. Nos. 1 & 2 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 works without classification i.e. from 3 to 5, three similar works of Rs.5.00 lacs each.	60	
2	Average turnover for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work For Work at Sr. No. 1	20	



	- Category A Rs.12.00 lacs - Category B Rs.4.50 lacs  For Work at Sr. No. 2  - Category A Rs.9.00 lacs - Category B Rs.4.50 lacs  For works at Sr. nos. 3 to 5 Rs.1.50 lacs.		
3	Should have registration with Income-tax /VAT / TIN / Service Tax authorities.	10	
4	Should have submitted solvency certificate of 30% of the upper ceiling mentioned For Work at Sr. No. 1  Category A Rs.12.00 lacs Category B Rs.4.5 lacs  For Work at Sr. No. 2 Category A Rs.12.00 lacs Category B Rs.4.5 lacs For works at Sr. nos. 3 to 5 Rs.1.5 lacs.	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.

**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, , EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for 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

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

