

KERALA GRAMIN BANK
HEAD OFFICE: MALAPPURAM

Notice for empanelment of
Consultants / Contractors / Suppliers / Vendors

Applications are invited in the prescribed format from reputed Architect/Consultant/Contractors for Civil, Electrical and Interior furnishing works under different categories preferably those who are registered with PWD/MES/Public sector bank /PSU having adequate resources, work experience etc., for empanelling in the Bank's panel for undertaking works / supplies at different locations in Kerala. It is proposed to maintain separate panels of Consultants, Contractors, Suppliers / Vendors in the following specified activities.

I. CONSULTANTS

- a) Architects
- b) Civil Engineers
- c) Electrical
- d) Air Conditioning

II. CONTRACTORS

- a) Interior Furnishing/ Civil works
- b) Electrical works
- c) Security personnel

III. SUPPLIERS / VENDORS (ORIGINAL Equipment MANUFACTURERS)

- i. Fire extinguishers
- ii. Burglar Alarm
- iii. Office stationery and computer stationery
- iv. Electrical fittings and fixtures
- v. Air Conditioners
- vi. Note counting machine, sorting machines, fake note detector etc.
- vii. Office equipments such as Fax machine, Photocopier etc.
- viii. Office furniture such as Chairs, Tables, Almirahs, Steel Racks etc.
- ix. Name Boards, Glow sign Boards.
- x. Rubber stamps and monograms.
- xi. Security equipments such as strong room door, locker, Safe etc., as per RBI specifications.
- xii. CCTV.
- xiii. Electronic Weighing Balance
- xiv. Inverters

IV. PRINTERS

Application forms and details are available at Bank's web site. www.keralagbank.com. Duly completed application forms in the prescribed format with required documents etc. should reach us on or before 15.10.2014.

All Consultants, Architects, Contractors and Suppliers/Vendors in the existing panel of erstwhile South Malabar Gramin Bank and North Malabar Gramin Bank shall also apply afresh for this empanelment.

Application forms duly filled in duplicate shall be sent to this office in sealed cover superscribed as "**Application for empanelment of.....**" (mention category applied for) along with the requisite fee of ` 500/- (non refundable) by way of crossed Demand Draft, drawn in favour of Kerala Gramin Bank, payable at Malappuram, so as to reach this office by 5 p.m. on or before **20-11-2014 (Application fee is exempted for those who are applying for Architects and Civil Engineer Category.)**

All legal proceeding regarding the matter shall be under the legal jurisdiction of Malappuram only. Service Tax Registration No, TIN and PAN No. shall be furnished in the application without fail. e-mail id and mobile/telephone nos. are also to be furnished.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever.

Place: Malappuram
Date: 18-10-2014

General Manager

I. GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. The empanelment of Consultants, Contractors and Suppliers/Vendors are proposed for the Civil, Electrical, Interior furnishing, Fire & Safety Systems and other allied works of routine nature in the Branches and Offices of the Bank. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers. However, the Bank has the right to fix a specific rate for the works and award the work/procure & supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. This document consists of the following:
 - a. Notice inviting applications for empanelment of Consultants, Contractors, Suppliers / Vendors.
 - b. General rules and instructions to the intending applicants
 - c. Scope, cost wise sub-classification and eligibility criteria for major categories.
 - d. Application format for empanelment.
3. The complete documents as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each

page of the document shall be duly signed by the Applicant or their authorized representative.

4. The Consultants/Architects/Contractors/Suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms.
5. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
6. 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 applications or applications without proper proofs for establishing their credentials will be summarily rejected and **no** correspondence will be entertained in this regard.
7. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
8. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
9. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for works in the lower category, as the case may be.
10. The evaluation will be based on the experience of the Consultants / Architects / Contractors / Suppliers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished, inspection of works and eligibility criteria, the Consultants / Architects / Contractors / Suppliers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post / e-mail.
11. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
12. Applications received after the due date and time is liable for rejection.
13. **The Consultants / Architects / Contractors / Suppliers having their office in the geographical jurisdiction of the Bank will be preferred. The empanelment shall be valid for a minimum period of two years or till the finalisation of next empanelment, whichever is later.**
14. Kerala Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

15. **Those who are in the existing panel of both erstwhile South Malabar Gramin Bank and erstwhile North Malabar Gramin Bank are also requested to submit the application for empanelment for the year 2014-15 along with the latest details.**

II. SCOPE AND ELIGIBILITY CRITERIA FOR CONSULTANTS

A. SCOPE OF WORK

The scope of work for the **Architectural / Civil Engineering consultants** include designing Interior layout plans for the branch / offices of the Bank, providing specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, supervision of strong room construction, certification of bills and carpet area measurements if sought by the Bank. Some time the panel architects services will also be availed for planning, designing and execution of extension of Bank's own buildings involving the approval for the same from the local Authorities.

The services of **Civil Engineering consultants** will also be used for planning, estimation, execution and maintenance of Civil works of Bank's own buildings.

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank branches/offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items.

The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

B. ELIGIBILITY CRITERIA:

a. Consultant - Architects:

1. Graduate/ Post graduate diploma in Architecture with minimum 5 years of experience in the respective field as on 01.04.2014. The Architects with specialization in Interior designing will be preferred. Retired qualified personnel can also apply.
2. The Architect must have registered with the council of Architecture and have experience in designing and supervising interior works for Banks / Financial Institutions / software companies with lighting details, electrical, data-cabling and Air-conditioning layouts of at least:

Five projects each costing Rs. 2.00 lakhs

Or

Three projects each costing Rs. 3.50 lakhs

Or

Two projects each costing Rs. 5.00 lakhs

during the last three years.

3. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs
4. Should be an assessee of Income Tax

b. Consultants - Civil Engineering:

1. Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 01.04.2014. The consultant with post graduation in Structural Engineering with experience in repairs and rehabilitation of the structures will be preferred. Retired qualified persons can also apply.
2. Should have experience in planning, designing and supervision of major repair works including water proofing works of buildings of at least:
 - Five projects each costing Rs. 2.00 lakhs
 - Or**
 - Three projects each costing Rs. 3.50 lakhs
 - Or**
 - Two projects each costing Rs. 5.00 lakhs

during the last three years.

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs.
4. Should be an assessee of Income Tax
5. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

c. Consultant- Electrical Engineering:

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 01.04.2013. Retired personnel with required qualification and experience can also apply.
2. Should have experience in planning, designing and supervision of electrical works like Office automation related electrification works / LT / HT substation installation works generators / motors / UPS / lifts or such other related works of at least:
 - Five projects each costing Rs. 2.00 lakhs
 - Or**
 - Three projects each costing Rs. 3.50 lakhs
 - Or**
 - Two projects each costing Rs. 5.00 lakhs

during the last three years.

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.2.00 lakhs
4. Should be an assessee of Income Tax

d. Air Conditioning Consultant

1. Graduate in Electrical/Mechanical/Refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on 30.09.2011.
2. Should have experience in planning, designing and supervising of air-conditioning works using split/ductable splits/package units of atleast

Five projects each costing Rs.5.00 lakhs

Or

Three projects each costing Rs.7.50 lakhs

Or

Two projects each costing Rs.12.00 lakhs

during the last three years.

3. The average annual turnover for the last 3 financial years shall not be less than Rs.2.00 Lakhs
4. Should be an assessee of Income Tax

- Note:**
1. In all the above categories of Consultants, other things being equal, the consultants having the experience in the contract administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.
 2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

III. SCOPE AND ELIGIBILITY CRITERIA FOR CONTRACTORS **(Scope, Cost Wise Sub-Classification and Eligibility Criteria)**

a. SCOPE OF WORK:

The scope of work of **Contractors for Interior works** mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing of branches and offices of the Bank

The panel of **Electrical Contractors** will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with KSEB for obtention of additional power, breakdown repairs and other allied works for various branches / Offices of the bank.

The panel for **security personnel contractors** will be mainly used for providing security personal / security guard / night watchman at required offices / branches of the Bank as per requirement.

b. ELIGIBILITY CRITERIA FOR CONTRACTORS

i. Contractors for Interior Furnishing works:

- 1) The contractor who intends to apply should have minimum 3 years experience of successfully completing following quantum of similar works such as original works, alterations and renovations involving partitions, paneling, false ceiling, cavity flooring, furnitures, work stations, counters for branches / offices **of a Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions or other reputed firms during last 3 years prior to 01.04.2014:**
 - a) **Four** similar completed works costing not less than ` 3 lakh each **OR**
 - b) **Three** similar completed works costing not less than ` 4 lakh each **OR**
 - c) **Two** similar completed work costing not less than ` 10 lakh each.
- 2) The contractor should be an assessee of Income Tax and should have registered with sales Tax department. Submit income tax clearance certificate or copy of the income tax returns and sales tax registration certificate with valid registration number.

- 3) The contractor should have well established work shop for preparing the furnishing/ furniture items
- 4) The contractor should have the average annual financial turnover of atleast ` 10 lakh during last 3 years ending with 31.03.14.
- 5) The contractor should submit Solvency certificate from Nationalized / scheduled bank issued within one year for an amount equal to the cost limit in the respective work.

ii. Contractors for Electrical Works:

a. For works upto Rs. 50000:

The contractors who intend to empanel should have wireman license issued by the Electrical Inspectorate and have the experience of successfully completing repairs in the building involving internal and external electrification associated cabling, earthing, wiring for air-conditioners, UPS, breakdown repairs for branches / offices of a bank/ offices during the last two years prior to 01.04.2014. He should have completed at least one similar single work costing Rs. 30000.00 during the last one year.

b. For works above Rs. 50000:

The contractors should have valid A-class electrical contractors license issued by the Electrical Inspectorate and have the experience of successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT/HT electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaison with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking/ central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.14 as under:

Three similar completed works costing not less than Rs. 1 lakh each **OR**

Two similar completed works costing not less than Rs. 1.50 lakhs each **OR**

One similar completed work costing not less than Rs. 3 lakh

The contractors who are eligible to undertake works costing more than Rs. 50000/- should

- a. have well-established office in Kerala with adequate engineering staff.
- b. be an assessee of Income Tax and should have registered with sales Tax department.
- c. Submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.
- d. have the average annual financial turnover of atleast Rs.3 lakhs during last 3 years ending with 31.03.14.
- e. submit solvency certificate from Nationalized/ scheduled bank issued within one year.

iii. Contractors for providing Security personnel

- a. The personnel should be preferably Ex-servicemen
- b. The agency must have registration under Kerala Shops and Commercial establishment Act 1960 and labour department.
- c. The agency should have valid IT/Service Tax/PF registration, and ESI
- d. The agency should be able to provide required security personnel as per Bank's requirement.

IV. EMPANELMENT OF SUPPLIERS / VENDOR

a. SCOPE:

The scope for suppliers includes, supply following items as per requirement of the Bank, and as per specification.

- i. Fire extinguishers
- ii. Burglar Alarm
- iii. Office stationery and computer stationery
- iv. Electrical fittings and fixtures
- v. Air Conditioners
- vi. Note counting machine, sorting machines, fake note detector etc.
- vii. Office equipments such as Fax machine, Photocopier etc.
- viii. Office furniture such as Chairs, Tables, Almirahs, Steel Racks etc.
- ix. Name Boards, Glow sign Boards.
- x. Rubber stamps and monograms.
- xi. Security equipments such as strong room door, locker, Safe etc., as per RBI specifications.
- xii. CCTV.
- xiii. Electronic Weighing Balance
- xiv. Inverters

b. ELIGIBILITY CRITERIA:

1. The Suppliers should be original manufacturers / authorized dealers / suppliers of the above items having wide dealership and service network in the geographical Jurisdiction of Bank. They should be established in this field for minimum 5 years. They should have service centers in the area.
2. The Suppliers/Vendors should
 - a) Submit sales tax /VAT registration certificate
 - b) Have previous satisfactory records of supply of similar items to Banks / Govt. Departments / Public Sector undertakings / Central / State Autonomous bodies during last 3 years.
3. The suppliers/vendors should have the experience of successfully completed works/supplies coming under their category, for Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 01.04.2014.
4. The proof for establishing experience, expertise and ability to extent prompt after sales service should be enclosed with the application.
5. The suppliers/vendors should:
 - a. have well established office in the respective centre with adequate staff.
 - b. be an assessee of Income Tax and should have registered with sales Tax department.
 - c. Submit income tax clearance certificate/copy of the income tax returns and sales tax
 - d. registration certificate with valid registration number.
 - e. have the average annual financial turnover of at least Rs.5 lakhs during last 3 years ending with 31.03.2014.
 - f. submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit
 - g. should submit necessary certification/license issued by statutory authorities.

IMPORTANT:

All suppliers/vendors to send separate application for empanelment in each category and the envelope to be super-scribed as

APPLICATION FOR EMPANELMENT - (Category Name) .