

FORMAT FOR CONTRACTORS



ORIENTAL BANK OF COMMERCE
(A GOVERNMENT OF INDIA UNDERTAKING)
REGIONAL OFFICE,
Plot No.10, Administrative Block,
Distt. Shopping Complex, Ranjit Avenue, Amritsar-143001

PRE-QUALIFICATION OF CONTRACTORS

General information for the contractors for empanelment to carrying out Construction, Furnishing and Building services works.

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. Decision of the Oriental Bank of Commerce regarding selection of contractors for empanelment will be final and binding no further correspondence will be entertained
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.
4. Information furnished to Bank will be kept as strictly confidential.
5. Intending contractors are requested to read carefully before filling the particulars in the Performa. The Performa or part thereof shall be signed by any one or more persons on behalf of the firm holding power of attorney to do so.
6. Cost of the application form is Rs.500.00 (non-refundable) to be paid by way of Pay Order / Demand Draft favoring %Oriental Bank of Commerce+, payable at Amritsar. Application form is not transferable. Applicants should download the forms from website and submit tender/application cost of Rs.500.00 by Demand Draft along with prequalification application. Application without tender/application cost shall be liable to be rejected.
7. Empanelment of firms, if selected, will be valid only for 3 years and may be reviewed every year based on the performance of the contractor. Information/details furnished by selected party, if , found to be false/incomplete at any time in future or any information effecting 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.
8. Where copies are required to be furnished, these should be certified copies.
9. The completed applications duly signed sealed with enclosures as mentioned should be submitted to the Deputy General Manager at above address on or before 3 PM of 09/08/2015. The applications shall be opened on 3.30 PM of 09/08/2015.

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., :
b) Name of the Proprietor, Partners, Directors :
I)
II)
c) Year of establishment :
3. Registration with Registrar of Companies (No. & Date) (For Corporation only) :
4. Registration with Tax Authorities :
i) Income-tax (PAN) No. :
ii) Sales-tax No. :
iii) Works contract no/Vat no. :
iv) Service tax no :
(furnish copies of Income-tax, sales-tax, works contract tax, VAT, Service tax clearance,)
5. Names of the Bankers with address :
6. Registration with Govt. / Public Sector / Banks

Name of the organisation	Year since empanelled

7. 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.

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

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

10. Name & relation, if any, with the staff member of Oriental Bank of Commerce. :

11. Details of work executed during the last 7 years (Please mention the qualifying works as per clause no. 17)

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with dates of Completion		If work incomplete or terminated (give reasons)
					Com mence ment	Com pleti on	

Note: Copies of work orders along with, satisfactory completion certificate obtained from the client shall be enclosed.

12.Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be attached).

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

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

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

14. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	Work Contract Tax paid

* Furnish copies of audited balance sheet and Profit & Loss A/C. for the last 3 years.

15. List of equipments / machinery owned:

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

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

Sr.	Discipline of the work and category	Category of work	Write Yes for applied discipline
1	Furnishing works including civil work Category A - Upto Rs70 lacs Category B - Upto Rs.25 lacs		
2	Civil works including structural repairs and water proofing Category A - Upto Rs70 lacs Category B - Upto Rs.25 lacs		
3	Composite Category of Furnishing, Civil and Electrical Work Category A - Upto Rs70 lacs Category B - Upto Rs.25 lacs		
4	Electrical ó Upto 10 lacs		
5	Air conditioning-upto 10 lacs		
6	Chairs and other ready made furniture- Upto 10 Lacs		
7	Soft Furnishing i.e. carpet, Sofa, Curtains, Blinds etc.- Upto Rs.10.00 lacs		
8	Composite Category of Repair & Maintenance of SFF and Building- Upto Rs.2.00 lacs		
9	Landscape ó upto 1.00 lac		

NOTE: For works at Sr. Nos. 1 to 3, category shall be mentioned; whereas for works at Sr. Nos. 4 to 9, empanelment will be done without category.

17. 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:

The mandatory criteria for the contractors should be:

- The firm should have local office in Amritsar (including districts of Tarn Taran, Gurdaspur, Pathankot and entire J&K state with territorial jurisdiction of RO Amritsar)

Other evaluating criteria are as under:

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 7 years in the same name OR Should have executed two similar works of 50% of the value indicated for the category for which registration is sought during last 7 years in the same name OR Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 7 years in the same name	60	
2	Average turnover for the last three years shall be 30% of the upper ceiling mentioned against each category.	20	
3	Should have made profits at least for two years during last three years.	10	
4	Experience with Govt. / Bank/PSU Organization	10	
T O T A L		100	

The cutoff date for eligibility criteria is 31/03/2015.

Meaning of Similar work:

1. For Composite Category: Furnishing, Civil & Electrical Work, out of which minimum 20% cost should be of electrical work. The contractor should have valid electrical contractor license issued by statutory authority and should have necessary resources, skill and expertise to carry out the work.
2. For other Categories of Work, similar work is as defined in the respective categories.

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.	
II	Certificates of registration with Income Tax, Service Tax, EPF, ESI and VAT / TIN authorities.	
III	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years, authorized dealer certificate etc., if any.	
IV	Certificates of Registration with Govt. / Public Sector / Banks.	
V	Copies of work orders along with xerox copies of relevant TDS certificate , satisfactory completion certificate mentioning value of work.	
VI	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VII	Copies of income-tax returns / assessment orders for previous 03 years.	

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

DECLARATION

- 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 Oriental Bank Commerce, 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.
- I / We agree that the decision of Oriental Bank of Commerce in selection of contractors will be final and binding to me / us.
- All the information furnished by me hereunder is correct to the best of my knowledge and belief.
- I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
- I / We agree that I / We have not applied in the name of sister concern for contractor / Architect for the subject empanelment process.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION