



भारतीय रिज़र्व बैंक  
संपदा विभाग  
कानपुर

**भारतीय रिज़र्व बैंक, कानपुर में विभिन्न सिविल, इलेक्ट्रिकल और अन्य कार्यों के लिए ठेकेदारों,  
विक्रेताओं और आपूर्तिकर्ताओं का पैनल बनाने के लिए विस्तृत सूचना**

भारतीय रिज़र्व बैंक, कानपुर, कानपुर में बैंक की संपत्तियों में विभिन्न सिविल, इलेक्ट्रिकल और अन्य कार्यों के लिए ठेकेदारों के पैनल और विभिन्न वस्तुओं की आपूर्ति के लिए विक्रेताओं और आपूर्तिकर्ताओं के पैनल के लिए सीलबंद आवेदन आमंत्रित करता है।

उक्त पैनल तीन साल की अवधि तक लागू रहेगा। इच्छुक आपूर्तिकर्ता, ठेकेदार आवेदन पत्र में दर्शाई गई श्रेणियों के लिए एकल या एकाधिक ट्रेडों के लिए पैनल में शामिल होने का आवेदन कर सकते हैं। किसी ट्रेड के लिए आवेदन किसी भी श्रेणी के लिए, एक से अधिक श्रेणी के लिए या सभी श्रेणियों के लिए उनकी पात्रता/इच्छा के अनुसार प्रस्तुत किया जा सकता है।

किसी भी स्पष्टीकरण के लिए कृपया संपदा विभाग, भारतीय रिज़र्व बैंक, माल रोड, कानपुर-208001 से संपर्क करें। संपर्क नंबर - 0512-2303833 (विस्तार-1305/ 5619) और ई-मेल - [estatekanpur@rbi.org.in](mailto:estatekanpur@rbi.org.in)।

**पैनल बनाने की प्रक्रिया की अनुसूची**

1. आवेदन का तरीका	सीलबंद आवेदन
2. आवेदन आमंत्रित करने की सूचना की तिथि	04 अक्टूबर 2023
3. आरबीआई वेबसाइट से आवेदन पत्र डाउनलोड करने की शुरुआत की तारीख	04 अक्टूबर 2023
4. आरबीआई, कानपुर में आवेदन जमा करने की अंतिम तिथि	03 नवंबर 2023 को अपराह्न 05 बजे तक
6. सीलबंद आवेदन खोलने की तिथि	06 नवंबर 2023

**महत्वपूर्ण निर्देश:**

1. आवेदकों से अनुरोध है कि वे आवेदन जमा करने से पहले पैनलबद्ध दस्तावेज़ को ध्यान से पढ़ें।
2. लागू किए गए प्रत्येक ट्रेड के लिए, अपेक्षित अनुभव और पात्रता मानदंड के संबंध में दस्तावेजों के अलग-अलग सेट के साथ अलग-अलग आवेदन पत्र जमा करना होगा।

क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक, कानपुर



**Detailed Notice for Empanelment of Suppliers/Contractors for Civil, Electrical and Others Works for Reserve Bank of India, Kanpur**

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## Section-1

### Detailed Notice with Trades and Category of Empanelment of Contractors

Reserve Bank of India, Kanpur, invites sealed applications for empanelment of contractors for various Civil, Electrical and other works in Bank's properties at Kanpur and also empanelment of vendors and suppliers for supply of various items.

The panel will remain in force for a period of three years. Interested suppliers/contractors may apply for empanelment for single or multiple trades for the categories indicated in the in the following table and also in the application form. For any particular trade, the application may be submitted for any category, for more than one category or for all categories, as per their eligibility / willingness.

Contractors may select (tick mark) one or more categories for which they apply for empanelment.

S.No.	Trade	Category				
		Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹ 20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
1	Civil work (renovation, general repairs & maintenance works etc.) including painting, water proofing work, Structural repairing work, Fabrication work, etc.	Yes	Yes	Yes	Yes	Yes
2	Supply of plumbing, sanitary, hardware items, etc., cleaning material & other misc. materials	Yes	Yes	Yes	Yes	Yes
3	Supply, Repair and maintenance of Wooden & Steel Furniture, Modular furniture, compactors and workstations, Carpets, Venetian blinds, roller blinds, curtain & other furnishing items etc. (Including repairs and maintenance of supplied items)	Yes	Yes	Yes	Yes	Yes
4	Architect/ Interior, Structural Designer, Structural consultants	Yes	Yes	Yes	Yes	Yes
5	Horticulture and Landscaping (including Development and maintenance of garden and supply of potted plants, garden earth, manure etc.)	Yes	Yes	Yes	Yes	Yes
6	Housekeeping / Cleaning (including Supply of cleaning materials/dust bins/garbage bags etc.) and Pest Control and Anti-Termite Treatment	Yes	Yes	Yes	Yes	Yes

S.No.	Trade	Category				
		Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹ 20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
	(General Pest/Mosquito/Rodent/Vector control, post-construction anti-termite control/ special disinfection treatment and maintenance.					
7	Disposal of scrap materials (wooden / paper / electronic etc.),	Yes	Yes	Yes	No	No
8	Supply of Electrical items or accessories for day to day maintenance like light fittings, fixtures, fans, wall clocks, wires, cables, geysers, switches, UPS up to 5 KVA, lead acid/SMF batteries etc	Yes	Yes	Yes	No	No
9	Supply, Repair and Maintenance to Water Coolers, Tower/ Cassatte/ Window/Split/portable ACs	Yes	Yes	Yes	Yes	No
10	HVAC Works- All works related with HVAC, AC Plant, et	Yes	Yes	Yes	Yes	Yes
11	Supply, Installation, Testing and Commissioning (SITC) / Maintenance/ Repairs of Electrical installations like Water Pumps, Distribution Boards (DBs), LT Panels, HT panels, Transformers, Circuit Breakers, Lightning Arresters, DG sets, UPS , Earth pits etc. including day to day Electrical cabling works , Electrical wiring works etc.	Yes	Yes	Yes	Yes	Yes
12	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/Repairs of Electronic/ Telecommunications equipment and systems like Conference system, EPABX system, PA system, photocopy machines, Fax machines, projectors, CCTV system, Fire Alarm system, Security alarm system, Video door phone system, telephone instruments etc.	Yes	Yes	No	No	No

S.No.	Trade	Category				
		Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹ 20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
13	Supply of Electronic items/ consumer articles like TVs, Refrigerators, Washing Machine, Microwave oven, Domestic RO, geyser, induction heater, water heater, water purifier, chimney, etc.	Yes	Yes	Yes	No	No
14	Renovation work for Civil & Electrical (for Office Building and Residential Colonies)	Yes	Yes	Yes	Yes	Yes
15	Supply and maintenance of Gym Equipment (both indoor and outdoor), indoor/outdoor play equipment.	Yes	Yes	Yes	No	No
16	Consultant for IGBC rating	Yes	Yes	Yes	Yes	Yes
17	Consultant for Energy and Safety Audit	Yes	Yes	No	No	No
18	Supply, repair & maintenance of Fire-fighting installations including wet riser and sprinkler, pumps , fire extinguishers and allied systems etc.	Yes	Yes	Yes	Yes	Yes
19	Solar System Works- All works related with Solar system and accessories	Yes	Yes	Yes	Yes	Yes
20	Operation and Maintenance of Substation, etc. Operation and Maintenance of electrical substation and other electrical equipment like HT/LT Panels, UPS and DG set, Lifts etc.	No	No	No	Yes	Yes

Note: The empanelment does not give right to claim for allocation of work.



## Section-2

### Pre- Qualification Criteria

S.No	Required Criteria					
1	<p>Past Experience: Experience of having successfully completed similar works for related trade during the last five years up to the date of September 30 , 2023.</p> <p>Applicants are required to furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years.</p> <p>For Repainting works, similar works means - Repainting works including minor works which are required to be carried out before repainting.</p>					
2	<p><b>Minimum value of each completed work (qualifying):</b> Experience of having successfully completed similar works during the last 5 years up to the date of September 30, 2023, should be <u>either of the following three conditions</u>: (Figures in Rs.)</p>					
No. of similar completed works	Category	Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
Three similar completed works each costing not less than the mentioned amount		₹80,000/-	₹ 2 Lakh	₹4 Lakh	₹8 Lakh	₹20 lakh
Two similar completed works each costing not less than the amount		₹ 1 Lakh	₹ 2.5 Lakh	₹ 5 Lakh	₹ 10 Lakh	₹ 25 Lakh
One similar completed work each costing not less than the amount		₹ 1.6 Lakh	₹ 4 Lakh	₹ 8 Lakh	₹ 16 Lakh	₹ 40 Lakh
3	<p><b>Yearly Turnover for the last 3 Financial Years i.e 2022-23, 2021-22, 2020-21:</b> Should have an annual turnover of amount equal to 100% of the upper limit of the respective category for which Empanelment is sought or</p>					

	more during the last three financial years ending March 31, 2023. [For example, Empanelment of contractors for works costing between ₹ 2- ₹ 10 Lakhs, then the required annual turnover shall be ₹ 10 Lakh.] Audited balance sheet duly certified by a Chartered Accountant or turn over certificate from a CA along with copies of ITRs shall be submitted.
4	<b>Solvency:</b> Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to 100% of the upper limit of the respective category for which Empanelment is sought or more. <b>Required Document: Solvency certificate issued by the applicant's banker</b>
5	<b>Service setup (for electrical, electromechanical, technology related works):</b> Full-fledged service setup should be available for the specified job either at the concerned centre or at nearby city/place wherefrom required quality after sales services can be regularly provided.
6	<b>Registration and Licenses Required:</b> Must have valid licenses for related trades as applicable (electrical contractor license, license for pest control treatment, repair and maintenance of firefighting equipment, etc), PAN, active GSTIN, EPFO, ESIC, MSME Certificate (Udyam Registration in case contractor is MSME), e-waste certificate (for disposal of electronic waste) etc, Registration with respective registering authorities. <b>Required Document: Copies of relevant certificate/ licenses, issued by the respective authority</b>

- For Repainting works, similar works means – Repainting works including minor works which are required to be carried out before repainting.
  - Regarding client's certificate, for works carried out for Government / public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, copy of TDS has to be submitted for proving the credentials/ contract amount.
1. Contractors presently empanelled with us and those whose earlier applications have not been considered favourably shall be required to submit fresh application
  2. In case of poor response for any trade in a category, Bank may decide to merge that trade with a similar trade in that category. Also, if required, Bank reserves the right to opt for 'Open' tendering irrespective of number of empanelled vendors in any trade/ category.
  3. The Bank reserves the right to reject the application form which does not meet the eligibility criteria.
  4. The Bank reserves the right to reject any or all applications without assigning any reason thereof.
  5. The interested applicants should submit duly completed application form along with the required Pre-qualification documents in sealed cover super scribing "**Empanelment of Contractors, Vendors and Suppliers for Various Civil, Electrical and Other Works for Reserve Bank of India, Kanpur, Trade Name..... Category..... - Application Form**" to The Office of the Regional Director, Reserve Bank of India, Estate Department, Mall Road, Kanpur, 208001 on or before 5:00 pm on November 04, 2023.



6. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/ incorrect information, his application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre- Qualification Criteria and submit the required documents shall be processed further.
7. The panel shall remain valid for three years from the date of coming into existence, subject to periodical review of performance as specified and the Bank is free to extend the validity of the panel beyond 3 years at its discretion.

Place: Kanpur  
Date: October 04, 2023

Regional Director  
Reserve Bank of India, Kanpur





**Reserve Bank of India  
Estate Department  
Kanpur**

**Section- 3:**

**Application for Empanelment of Contractors, Vendors and Suppliers for Various Civil,  
Electrical and Other Works for Reserve Bank of India, Kanpur**

To,  
The Regional Director  
Reserve Bank of India,  
Estate Department,  
Mall Road, Kanpur- 208001

Name of Applicant:

.....

Address:

.....

.....

Contact no:

.....

Email Address:

.....

Name of Trade:

Category:

Place:

Date:

**Last Date and time of submission of application is November 03, 2023 up to 05:00 PM**



**Reserve Bank of India  
Estate Department  
Kanpur**

**Form of Application**

The Regional Director  
Reserve Bank of India,  
Estate Department,  
Mall Road, Kanpur- 208001

Dear Sir,

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for Empanelment in the Bank as Contractor/ Supplier in the following trade(s) and category (ies):

S.No.	Trade	Category				
		Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹ 20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
1	Civil work (renovation, general repairs & maintenance works etc.) including painting, water proofing work, Structural repairing work, Fabrication work, etc.	Yes	Yes	Yes	Yes	Yes
2	Supply of plumbing, sanitary, hardware items, etc., cleaning material & other misc. materials	Yes	Yes	Yes	Yes	Yes
3	Supply, Repair and maintenance of Wooden & Steel Furniture, Modular furniture, compactors and workstations, Carpets, Venetian blinds, roller blinds, curtain & other furnishing items etc. (Including repairs and maintenance of supplied items)	Yes	Yes	Yes	Yes	Yes
4	Architect/ Interior, Structural Designer, Structural consultants	Yes	Yes	Yes	Yes	Yes
5	Horticulture and Landscaping (including Development and maintenance of garden and supply of potted plants, garden earth, manure etc.)	Yes	Yes	Yes	Yes	Yes
6	Housekeeping / Cleaning (including Supply of cleaning	Yes	Yes	Yes	Yes	Yes

S.No.	Trade	Category				
		Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹ 20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
	materials/dust bins/garbage bags etc.) and Pest Control and Anti-Termite Treatment (General Pest/Mosquito/Rodent/Vector control, post-construction anti-termite control/ special disinfection treatment and maintenance.					
7	Disposal of scrap materials (wooden / paper / electronic etc.),	Yes	Yes	Yes	----	----
8	Supply of Electrical items or accessories for day to day maintenance like light fittings, fixtures, fans, wall clocks, wires, cables, geysers, switches, UPS up to 5 KVA, lead acid/SMF batteries etc	Yes	Yes	Yes	----	----
9	Supply, Repair and Maintenance to Water Coolers, Tower/ Cassatte/ Window/Split/portable ACs	Yes	Yes	Yes	Yes	----
10	HVAC Works- All works related with HVAC, AC Plant, et	Yes	Yes	Yes	Yes	Yes
11	Supply, Installation, Testing and Commissioning (SITC) / Maintenance/ Repairs of Electrical installations like Water Pumps, Distribution Boards (DBs), LT Panels, HT panels, Transformers, Circuit Breakers, Lightning Arresters, DG sets, UPS , Earth pits etc. including day to day Electrical cabling works , Electrical wiring works etc.	Yes	Yes	Yes	Yes	Yes
12	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/Repairs of Electronic/ Telecommunications equipment and systems like Conference system, EPABX system, PA system, photocopy machines, Fax machines, projectors, CCTV system, Fire Alarm system, Security alarm system, Video door phone system, telephone instruments etc.	Yes	Yes	----	----	----

S.No.	Trade	Category				
		Panel I Upto ₹2 Lakh	Panel II Above ₹2 Lakh - Upto ₹5 Lakh	Panel III Above ₹5 Lakh - Upto ₹10Lakh	Panel IV Above ₹10Lakh- upto ₹ 20 Lakh	Panel V Above ₹20Lakh- upto ₹50 Lakh
13	Supply of Electronic items/ consumer articles like TVs, Refrigerators, Washing Machine, Microwave oven, Domestic RO, geyser, induction heater, water heater, water purifier, chimney, etc.	Yes	Yes	Yes	----	----
14	Renovation work for Civil & Electrical (for Office Building and Residential Colonies)	Yes	Yes	Yes	Yes	Yes
15	Supply and maintenance of Gym Equipment (both indoor and outdoor), indoor/outdoor play equipment.	Yes	Yes	Yes	----	----
16	Consultant for IGBC rating	Yes	Yes	Yes	Yes	Yes
17	Consultant for Energy and Safety Audit	Yes	Yes	----	----	----
18	Supply, repair & maintenance of Fire-fighting installations including wet riser and sprinkler, pumps, fire extinguishers and allied systems etc.	Yes	Yes	Yes	Yes	Yes
19	Solar System Works- All works related with Solar system and accessories	Yes	Yes	Yes	Yes	Yes
20	Operation and Maintenance of Substation, etc. Operation and Maintenance of electrical substation and other electrical equipment like HT/LT Panels, UPS and DG set, Lifts etc.	-----	----	----	Yes	Yes

Note: ---- indicated above are the ineligible limits for the prescribed panel of trade

Note: For each of the trade applied, separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.

1. I/We have read and understood the empanelment notice and instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Kanpur on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
2. I/we have provided the details of the qualifying works and the client's confidential report in the prescribed proforma in sealed envelope.

3. I/ we have provided my/ our banker's details and the Banker's confidential report in the prescribed proforma in sealed envelope.
4. I/we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished in the accompanying sheets.
5. I/we agree that the decision of the Reserve Bank of India in Empanelment of the contractors/ suppliers shall be final and binding on me/us.

Signature\_\_\_\_\_

Name & Designation \_\_\_\_\_

Address \_\_\_\_\_

Place\_\_\_\_\_

Date\_\_\_\_\_

**Signature and Seal of the Applicant:**

**Address**

**Email**

**Contact No**



**Reserve Bank of India  
Estate Department  
Kanpur**

**Section -4**

**General Instructions for Applicants**

The Reserve Bank of India intends to prepare a panel of reputed contractors/ suppliers for undertaking, inter-alia, renovation/ modernization/ maintenance and repair/ repainting work of Bank's properties at various locations in Kanpur.

2. Interested applicants may apply for Empanelment for single or multiple trades/ subtrade under any or all categories. The applicants are required to write the name of Trade and Category for which application is submitted on the envelope containing the Pre-qualification documents.

3. Intending applicants are required to furnish details about their Organization, technical experience, technical personnel, spare capacity, competence, yearly turnover and evidence of their financial standing (solvency) along with the documentary evidence as per the enclosed proforma which will be kept confidential.

4. A format of Client's Certificate / Performance certificate and Banker's Certificate is attached along with the blank application form. The applicant has to obtain the said Client's Certificate for all the qualifying works, in terms of the pre-qualification criteria described in the notice inviting application, from his client(s) on their official letterhead in their official sealed cover and has to submit the same along with the application. Similarly, they have to obtain the said Banker's Certificate from their banker/bankers on the Bank's official letterhead in bank's sealed cover and has to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate sealed envelope.

a) Client's Certificate issued by a Government/Semi Government Organization or a PSU should be signed by an official of the rank of Executive Engineer or an officer in an equivalent or higher rank and must be supported by adequate proof of payments received by the contractor for the work done by them.

b) Applications received without the specified certificate shall be liable for rejection. The Bank reserves the right to independently verify the submitted certificates.

5. The applicants who have carried out any work for any office of the RBI during past five years shall provide the details of these works (if such works are more than 5, details of at least five works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on these contracts.

6. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application

7. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the

statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.

8. Application containing false or inadequate information is liable for rejection

9. Applicant who desires to apply for specialized works such as refilling of fire extinguishers, various Audit (Water, Energy, Safety audit), IGBC consultant etc., which needs a license / registration from the competent authority must submit photocopy of valid documents issued by appropriate authority. For pest control, sanitary & plumbing and electrical related trades or any such trade, the applicant shall submit copy of the authorized applicator/ dealer certificate, issued by the respective manufacturer.

10. While deciding upon the selection of the contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule

**11. Debarment Clause:** An applicant is liable for debarment/disqualification from empanelment on the following grounds:

A. If it is determined that the applicant has committed the following acts or omissions in contravention of the code of integrity:

a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

b) any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.

c) any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.

d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.

f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

g) obstruction of any investigation or auditing of a procurement process.

h) making false declaration or providing false information for participation in a tender process or to secure a contract;

i) failed to disclose conflict of interest.

j) failed to disclose any previous transgressions made in respect of the provisions of sub-clause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.

B. For any actions or omissions by the applicant other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard

material, non-supply of material, abandonment of works, substandard quality of works, failure to abide by the terms of the tender etc.

C. If the applicant has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

12. Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/ PSU/ Semi Government organisation will not be eligible to apply or if they had applied for empanelment their application will be rejected. All the applicants have to submit the undertaking regarding declaration of debarment by public institution(s).

**13. Minimum Wages:** The contractor is bound to follow all Labour rules and regulations as envisaged in the Payment of Wages Act 1936 and Minimum Wages Act 1948, or any other law, as applicable, and ensure payment of minimum wages which should be based on total Man days and/or working hours, which are revised time to time by the Competent Authority. The contractor is bound to submit the evidence of payment made to its employees.

14. The contractor shall abide by all the laws of the land in respect of labour act, PF, ESI, minimum wages etc. The Bank shall not be responsible for any claim on any account for not abiding the labour laws. The contractor shall give the details of the staff going to be deployed for Bank's information.

15. For supply of manpower, both skilled or unskilled, the contractors should have license, Registration with Labour Department, registration with ESIC, PF etc. and should comply with all the acts, law, regulations etc. for engaging the labour on daily basis.

**16. Engagement of Contract Labour:** The contractor shall obtain a license as contemplated under the Contract Labour (Regulation and Abolition) Act, 1970 or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way made liable to the labourers engaged by the contractor.

**17. The Sexual Harassment of women at workplace:** The Contractor/ Agency shall comply with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

18. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

19. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

**20. Empanelment Review:** The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name may be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:



- a) Fails to respond to the call notice inviting tenders /quotations on three occasions in a period of 1 year or fails to execute contracts awarded.
- b) Is proved to be responsible for constructional defects in two contracts awarded.
- c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.
- d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
- e) Fails to abide by the condition of registration /Empanelment or is found to have given false particulars at the time of registration /Empanelment.
- f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.
- g) Persistently violates labour regulation /rules.

21. It is to inform that, at present, Bank invites bids for works with estimated cost more than Rs 5.00 Lakh only through e-tendering mode on MSTC portal. However, Bank reserves the right to invite bids/tenders/quotations through any mode (physical or electronic) on any portal it may deem fit. **The applicants who are applying in the category above Rs 5 lakh, are required to register themselves on MSTC portal within 45 days from the date of empanelment, failing which Bank may delist their names from Empanelment list.**

22. The Contractor shall, at his own expense, effect and maintain Comprehensive All Risks Policy, suitably covering all injury or damage to person and property, etc. for each and every work awarded by the Bank.

23. Settlement of **disputes by Arbitration:** All disputes and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state his decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the expected matters shall be final and without appeal. But if either the Employer or the Contractor be dissatisfied on a matter, question of dispute of any kind except any of the excepted matters then and in any such case either party (the Employer or the Contractor) any such case either party (the Employer or the Contractor) may within 28 days after receiving notice of such decision give a written notice to the other party requiring the matters in dispute be arbitrated upon such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no order shall be and is hereby referred to the Arbitration and final decision of an arbitrator to be agreed upon and appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall before taking upon themselves the burden or reference appoint an Umpire.

24. The Arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

25. The Arbitrator or Arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the

arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be, shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or Arbitrators as the case may be.

26. Upon every of any such reference, the cost of an incidental to the reference and Award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be who may determine the amount thereof or direct the same to be taxed as between attorney and client or as between 1st party and 2nd party and shall direct by whom and to whom and in what matter the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act (latest amendment) or any statutory modification thereof. The Award of the Arbitrator or Arbitrators, as the case may be, shall be final and binding parties. It is agreed that the contractor shall not delay the carrying out of the works by reasons of any such matter, question or dispute being referred, to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators, diligence and shall, until the decision of the Arbitrator or Arbitrators, as the case may be, is given, abide by the decision of the Bank and no Award of the Arbitrator or Arbitrators, as the case may be shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the Contract.

28. **Confidentiality Clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems / equipment, etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with any agreement executed between the Contractor and the Reserve Bank of India, Kanpur, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract executed between the Contractor and the Reserve Bank of India, Kanpur as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Reserve Bank of India, Kanpur. The Contractor shall indemnify the Reserve Bank of India, Kanpur for any loss suffered by the Reserve Bank of India, Kanpur as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Reserve Bank of India, Kanpur shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of any agreement executed between the Contractor and the Reserve Bank of India, Kanpur.

29. **Jurisdiction Clause:** All disputes arising out of or in any way connected with this empanelment process or any agreement executed between the Contractor and the Reserve Bank of India, Kanpur shall be deemed to have arisen at Kanpur.

30. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

31. Clarifications, if any, required may be obtained from Office of The Assistant General Manager, Reserve Bank of India, Estate Department, Mall Road, Kanpur, 208001, during office working hours.

**I/ we have read and understood all the above instructions and shall comply with the instructions.**

**Place:**  
**Date:**

**Sign:**  
**Name:**

**Signature and Seal of the Applicant:**

**Address**  
**Email**  
**Contact No**

**Details of Experience**

List of important projects executed by the firm during last 5 years (as per the eligibility criteria separately for each trade)

SI No	Name of the Project location	Nature of work involved in the contract (e.g maintenance, renovation work etc.)	Name of the Client, with full address with contact person name with phone numbers.	Cost of the Works/ project in lakhs	Completion period		Any other relevant information
					Stipulated	Actual	

Note:

- i. Attach copy of relevant valid license (if applicable) and professional qualification (if applicable) from competent authority for undertaking such technical works which require so (viz. HT/LT equipment/DG sets and minor electrical work, repair and maintenance of fire fighting equipment, pest control treatment, repair and maintenance of telephone lines, water proofing etc.)
- ii. Documentary evidence of having carried out said works (Such as work order, completion certificate etc.) should be submitted.
- iii. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number

**Signature and Seal of the Applicant:**

**Address**  
**Email**  
**Contact No**

**Basic Information to be provided by the Applicant**

S.No	Application submitted for Empanelment in	
A	Trade (s)	
B	Category (ies)	
1	Name of the Organization / applicant & Address of the Registered Office (Attach an attested photocopy of Certificate of Registration)	
2	Type of organization (whether Proprietorship, Partnership/Pvt. Ltd/Ltd or Body Corporate etc.) Related certificate / document to be compulsorily enclosed	
3	Name of Proprietor / Partners / Directors in the Organization	
4	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s) / Trade License(s) / PAN / GST Number /Certificate of Registration with Central Excise Department for payment of Service Tax (compulsory) / UDYAM Registration Certificate (if registered under MSMED ACT, 2006) etc./other licenses or certificates.*	
5	Experience in the respective field of work. Please enclose documents in support.	
6	Whether financially sound to undertake works for the value up to which the application is made. Please enclose Banker's certificate and latest Sales Tax & Income Tax Clearance Certificate	
7	Name, address, telephone, fax no. & mail ID of the applicant's Bankers	
8	Year Wise Turnover of the organization for last 3 years. (Kindly, enclose Audited Final Accounts in support)	
9	Details of PAN, GST / TIN, CST , Service Tax number Please enclose documentary evidence.	
10	Copy of Electrical Contractor License (for applicants applying for electrical works)	
11	a) Registered office address, Telephone/Mobile No & Email id b) Office address through which the work will be handled c) Details of the Contact Person (All fields are Mandatory) 1.Name 2.Designation 3.Mobile / Landline 4.Email	
12	Whether working with any of the Govt. / Semi-Govt. undertakings / PSU / Financial Institution as approved contractors and if so, furnish details thereof	
13	Whether any technical personnel are employed in the organization	Yes / No If Yes, give details of their experience, qualification etc

14	Details of skilled, qualified licensed PWD supervisor / wireman (for application applying for electrical works)	
15	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank	
16	Indicate if involved in any litigation, or any civil suits pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	

\*Applicant who desires to apply for Pest Control, Sanitary & Plumbing, Electrical related trades, NDT, Water / Energy/ Safety Audit, Fire Fighting equipment must submit photocopy of valid license issued by appropriate authority.

**Signature and Seal of the Applicant:**

**Place:**

**Date:**

**Address:**

**Email:**

**Contact No:**

**Technical Qualifications****List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc.**

S.No	Name	Age	Qualification	Experience	Nature of Works Handled	Name of the projects handled costing more than Rs____Lakh	Date from which employed in your organization	Any other remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

\*Attach a separate sheet, if required.

**Signature and Seal of the Applicant:**

**Address**  
**Email**  
**Contact No**

**CONFIDENTIAL**

**Client's Certificate Regarding Performance of Contractor**  
**(To be issued by the client on its letterhead)**

The Regional Director,  
 Reserve Bank of India  
 Estate Department  
 Kanpur- 208001,

Dear Sir,

Details of Works executed by M/s .....

1	Name of work with brief particulars	
	Agreement No.& Date	
	Agreement Amount	
	Date of commencement of work	
	Stipulated date of completion	
	Actual date of completion	
	Details of compensation levied for delay (indicate amount) if any	
	Gross amount of the work completed and paid	
	Name & address of the authority under whom works executed	
	Whether the contractor employed qualified Engineer/overseer during execution of work?	
	i) Quality of work (indicate grading)	Outstanding/VeryGood/Good/Satisfactory/Poor
	ii) Amount of work paid on reduced rates, if any	
	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount claim	
	iii) Total amount awarded	
	Comments on the capabilities of the contractor	
	a) Technical Proficiency	Outstanding/VeryGood/Good/Satisfactory/Poor
	b) Financial Soundness	Outstanding/VeryGood/Good/Satisfactory/Poor
	c) Mobilization of adequate T & P	Outstanding/VeryGood/Good/Satisfactory/Poor
	d) Mobilization of Manpower	Outstanding/VeryGood/Good/Satisfactory/Poor

Signature of the Reporting Officer\*with office seal

Name :-

Designation:-

Contact No:-

For works carried out for Government / Public Sector Undertakings, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. In case of private entities, it should be signed by an authorised person.

**Note:**

- For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials / contract amount.
- All columns should be filled in properly
- The Client Certificates should be submitted for each of the Prequalification work.



**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s. /Shri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of **Rs.....**(Rupees .....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

**Signature of the Bank's official with seal** \_\_\_\_\_

**Note:**

- a) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
- b) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**Undertaking regarding declaration of debarment by public institution(s)**  
**(To be submitted by the applicant on their letterhead)**

1. I / we ..... (Name of the firm) declares that

(a) I / we or any of our allied firm\* is / are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on ..... (last date of submission of application).

(b) I / we or any of our allied firm\* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on ... (last date of submission of application).

(c) I / we will inform the Bank in writing, in case, I / we or any of our allied firm\* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country at the earliest.

2. I / we ..... (Name of the firm) declare that I /we or our allied firm\* ..... (Name of the allied firms(s)) is / are debarred / suspended / blacklisted by ..... (Name and address of public institution in India or any other country) and the same effective up to ..... (date). A copy of such letter is attached for your information and record.

**(Seal and signature of the applicant)**

Date:

Place:

**Note: Strike out one of the above two declarations which is not applicable.**

\*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

**Undertaking regarding compliance of statutory requirements**  
**(To be submitted by the applicant on their letterhead)**

I / we ..... (Name of the firm) undertakes that

(a) we shall fully comply with all the statutory requirements as applicable for any work awarded to us, irrespective of the contract amount.

(b) we shall indemnify Reserve Bank of India, Kanpur against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Kanpur without any protest or demur whatsoever.

(Seal and signature of the applicant)

Date:

Place:

**Annexure- VIII****Check list for documents Submitted or Not Submitted**

S.No	Document	Submitted	Not Submitted
1	Formal letter requesting empanelment in official letterhead of the applicant		
2	Duly filled in & signed Application Form		
3	Trade License/ certificate of incorporation/partnership deed		
4	Copy of PAN Card & other related Income Tax documents		
5	Copy of GST Registration Certificate		
6	Copy of Certificate of Registration with Central Board of Indirect Taxes for GST (Those who have applied for such registration may also apply for empanelment only after the submission of documentary proof of actual registration)		
7	Copy of MSMED Registration Certificate,		
8	Copy of P.F. Registration		
9	Copy of ESIC Registration		
10	Copies of the Audited Final Account for last 3 years		
11	Client's Certificate from two (2) different clients in sealed official cover of the client. (Each certificate must accompany photocopy of TDS / document as a proof of payment)		
12	Banker's certificate in sealed official cover of the bank		
13	Work orders for all qualifying works along with their completion certificates		
14	Previous Experience		
15	Technical Qualification		
16	Undertaking regarding declaration of debarment by public institution(s)		
17	Undertaking regarding compliance of Statutory Requirements		
18	Other relevant certificates, (If submitted please mention the name of the certificate above)		
19	Applicant who desires to apply for Pest Control, Sanitary & Plumbing, Electrical related trades, NDT, Energy / Water/ Safety Audit, Fire Fighting Equipment must submit photocopy of valid license issued by appropriate authority		

**Signature and Seal of the Applicant:****Address****Email****Contact No**