



**ISSUED BY: ARUNACHAL PRADESH RURAL BANK (APRB), HEAD OFFICE,
NAHARLAGUN-791110, PAPUM PARE DISTRICT, ARUNACHAL PRADESH**

**OFFER DOCUMENT FOR EMPANELMENT OF CONTRACTORS:
(FOR ARUNACHAL PRADESH RURAL BANK'S LEASED OR OWNED NEW
BRANCH/OFFICE PREMISES/BUILDINGS)**

1. **NEW CONSTRUCTION WORKS:** CIVIL, INTERIOR, ELECTRICAL, AIR-CONDITIONING & GLOW SIGN BOARD, MECHANICAL INFRASTRUCTURE WORKS.
2. **MAJOR RENNOVATION WORKS:** MAJOR REPAIRS AND MAINTENANCE WORKS, STRUCTURAL ADDITION / DEMOLITION / RE-MODIFICATIONS
3. ANY OTHER MAJOR CONTRACTS AND BULK PROCUREMENTS

REF: APRB-Admin/2024-25/1652(A) Dated 01.07.2024

This document can be downloaded from Bank's website www.apruralbank.co.in under folder name "Tenders" and enclosed along with technical bid of this offer document.

ISSUED BY

Administration Section
Arunachal Pradesh Rural Bank
Head Office
E-Sector, Shiv Mandir Road,
Naharlagun, PIN - 791110
Papum Pare District, Arunachal Pradesh

Email: aprb.admin@apruralbank.co.in

Web: <http://www.apruralbank.co.in>

EMPANELMENT DOCUMENT

This document consists of the following:

- a) Notice inviting applications for empanelment of contractors for the following works descriptions:
 - i) New construction works- civil, interior, electrical, air-conditioning & glow sign board, mechanical infrastructure works.
 - ii) Major renovation works- major repairs and maintenance works, structural addition / demolition / re-modifications
 - iii) Any other major contracts and bulk procurements
- b) 'General rules and instructions' to the intending applicants.
- c) Application format for empanelment.

NOTICE FOR EMPANELMENT OF CONTRACTORS

The Administration Section of Arunachal Pradesh Rural Bank, Head Office, E-Sector, Shiv Mandir Road, Naharlagun-791110, Papum Pare District, Arunachal Pradesh is managing and controlling the Bank's branches/offices/other business and non-business units spanning across various locations in different districts in the state of Arunachal Pradesh.

The intention of this notice of empanelment is to maintain a limited/closed panel of 3 contractors confined only to those contractors already registered/empaneled with the Sponsor Bank (State Bank of India) for various works/procurements/services, the details of which are as under:

Contractors:

- i) New construction works- civil, interior, electrical, air-conditioning & glow sign board, mechanical infrastructure works estimated to cost upto Rs.25 lakhs.
- ii) Major renovation works- major repairs and maintenance works, structural addition / demolition / re-modifications works estimated to cost upto 25 lakhs
- iii) Any other major contracts and bulk procurements estimated to cost above Rs.25 lakhs

All contractors in the existing panel, if any should also apply afresh for empanelment.

The eligible and interested contractors and suppliers may download "Document for empanelment" from the Bank's website www.apruralbank.co.in under "Tenders".

Alternatively, the document can also be collected from the above office on payment of non-refundable fee of Rs.5000/- Plus GST @ 18% in the form of DD. In case the firm is MSME registered the fees will be waived if document proof is submitted along with the profile.

The duly filled in application addressed to the Senior Manager, Administration along with all the necessary supporting documents & a non-refundable application fee of Rs.1000/- Plus GST @ 18% in the form of DD favouring "Arunachal Pradesh Rural Bank, Head Office" payable at Naharlagun shall be submitted to the mentioned correspondence address before the stipulated date & time.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as 'APPLICATION FOR EMPANELMENT OF (CATEGORY NAME) - 2024' and shall be submitted to the above-mentioned office of ARUNACHAL PRADESH RURAL

BANK on or before 31.07.2024 up to 05:00 PM.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 01.07.2024

**Sd/-
SENIOR MANAGER
ADMINISTRATION
APRB HEAD OFFICE, NAHARLAGUN**

GENERAL RULES AND INSTRUCTIONS

Generally, the routine works of the Bank are awarded/ procurements are made on calling competitive tenders/quotations from the empaneled contractors. In case of emergency works or works of small magnitude, the Bank may opt to award the work/procure supply on nomination basis from any of the empaneled contractors, depending on the geographical suitability, exigencies of the work.

This limited/closed panel of 3 contractors confined only to those contractors already registered/empaneled with the Sponsor Bank (State Bank of India) for various works/procurements will be awarded contracts based on limited tendering process-Limited Tender Enquiry (LTE). However, the Bank also reserves the right to adopt open tendering process- Open Tender Enquiry (OTE for any particular works, depending on the nature & magnitude of the work.

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 Annexure, 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.

The Contractors, who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers super scribing in the envelope the category of work applied for. All Contractors in the existing panel if any, should also apply afresh for empanelment

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.

Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents may be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.

The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.

The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empaneled in higher category shall be eligible for work in the lower category.

The evaluation will be based on the experience, reputation, empanelment with the Sponsor Bank (State Bank of India), other Banks, PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants

will be empaneled.

Decision of the Bank regarding selection/ rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors will be informed by post/E-Mail.

Firms should submit an undertaking (On their Letter Head) that they have not been “Blacklisted” by any of the Sponsor Bank (SBI), Govt Authority/PSUs/PSBs duly signed by authorized signatory with company seal.

In case, if any of the 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.

Applications received after the due date and time are liable for rejections.

The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.

The applicants having their registered offices within the specified limits of Arunachal Pradesh Rural Bank’s area of operations and registered within North East India.

The applicant must ensure compliance with the labour laws and guidelines.

Arunachal Pradesh Rural Bank reserves its right to reject any/ or all the applications without assigning any reasons whatsoever.

Empanelment with the Bank is in no way whatsoever a guarantee that the empaneled Contractor would be awarded all or any works desired to be executed by the Bank after their empanelment. Nor does the empanelment with the Bank entail that the Bank, in any way whatsoever, is bound to involve the paneled Contractor in the process of tendering, calling for quotations or any other similar exercise undertaken before award of work.

Although the empaneled Contractors are expected to extend their services across all the districts under the control of APRB, Head Office, the applicants can consent to extend their services to specific districts of operations of the Bank in the State depending upon the districts coming under them where they find it suitable to render services keeping in mind their location(s), manpower, material mobilization capacity etc.

Note:

If other things are found equal, the professionally qualified applicants and the applicants who have undertaken the works for the Sponsor Bank (State Bank of India) and Government organizations will be preferred.

All class & types of applicants must be Income Tax Assessee. The applicants, otherwise eligible but not Income tax assesses, will not be considered for empanelment.

All applicants should be registered with Goods and Services Tax authorities. If they are otherwise eligible but not registered for goods and service tax, they will not be considered for empanelment.

On top of the Proposal Envelope, it should be clearly mentioned the trait applied for.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

CONTRACTORS:

Empanelment of Contractors is sought for the following categories of works under various cost limits. The Contractors empaneled under lower cost limit will not be eligible to quote for the works costing more than the limit.

However, the Contractors empaneled under higher class can participate even for works / supply in lower cost limits.

The various Categories & Cost Limits are furnished below: -

Sl.No.	Scope of Work Category	Upto which the contractors can participate (Amount in Lakhs)
1.	New construction works- civil, interior, electrical, air-conditioning & glow sign board, mechanical infrastructure works	25.00
2.	Major renovation works- major repairs and maintenance works, structural addition / demolition / re-modifications works	25.00
3.	Any other major contracts and bulk procurements	>25.00

Scope: The scope of work of Contractors for **New construction works-** civil, interior, electrical, air-conditioning & glow sign board, mechanical infrastructure works mainly original works-involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our branches/offices/other units.

Major renovation works- major repairs and maintenance works, structural addition / demolition / re-modifications works involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for re-furnishing and re-developing of our branches/offices/other units

Any other major contracts and bulk procurements

Eligibility:

The applicant should have the following minimum eligibility criteria:

The applicant should have undertaken works in the Sponsor Bank (State Bank of India), Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 3 years as on 31.03.2024 or for the period as registered/empaneled by the Sponsor Bank (State Bank of India).

One work/project costing 80% of the class limit or Two works/projects costing 50% of the class limit or Three works/projects costing 40% of the class limit

The applicant should be an assessee of Income Tax and must possess VAT Registration. Should submit copy of the income tax PAN, VAT, Goods & Service tax certificate with valid registration number.

The applicant shall have an average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending as on **31.03.2024, if found necessary**.

Submit Solvency Certificate from Nationalized/scheduled banks issued within one year for an amount two times to cost limit in the respective field (if required). It must be addressed to our Bank.

The Contractor should be established in this field for minimum of 3 years or for the period as registered/empaneled by the Sponsor Bank (State Bank of India).

The Contractor shall provide details of the personnel, equipment, if necessary.

The Contractor should provide work orders and completion certificate of all the work carried out, if required.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.

Scope:

Interior Furnishing:

The scope of work of Contractors for **New construction works**- civil, interior, electrical, air-conditioning & glow sign board, mechanical infrastructure works mainly original works- involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our branches/offices/other units.

Major renovation works- major repairs and maintenance works, structural addition / demolition / re-modifications works involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for re-furnishing and re-developing of our branches/offices/other units

Electrical Works: The scope of work for Electrical works is to undertake LT as well HT electrical works, providing panel board for LT applications, providing protective switchgear, internal and external electrification along with outlet points, associated cabling, copper plate/chemical earthing, point wiring for appliances/components like air-conditioners, UPS etc., providing electrical equipment like luminaries, fans, light fixtures etc. of reputed makes, networking for voice communication along with preparation of outlet points, networking for a computerized office environment along with preparation of outlet points, liaisoning with Electricity Dept. for requirements like obtaining additional power, fault management, metering and billing & any other requirements like breakdown repair and other allied works.

The electrical works also involve domestic electrical works which may be required at Bank's own buildings which include attending to any LT works, liaising with Electricity authorities according to the requirements, attending to repairs of electrical appliances like fans, geysers, pumps & motors, switchboards, re-wiring and cabling works.

For electrical works, the contractors shall have necessary permits / license and must be familiar with IE rules & other relevant regulations and guidelines issued by various Govt. authorities.

Air Condition Equipment Supply: The Air-conditioner units provided and installed shall be from the manufacturers/ suppliers/authorised dealers / service providers of window units, split units, ductable split, package air-conditioners and or should be a direct authorized dealer and have good service network in the state of Arunachal Pradesh in particular and Northeast India region in general. They should have service centres at major locations within the ArP, Assam and other regions of the Northeast.

Glow Sign / Signage Board vendors- The Contractor provide and install the items sourced from the original manufacturers of Flex, Vinyl, Biodegradable and eco-friendly Cotton coated fabric used in Signage's or their Authorised dealers. The Contractor to submit proof in this regard. - Certificate of Original Manufacturer Equipment / OEM's certificate for Authorised Distributor, if required.

Annexure-I
APPLICATION FORMAT

**Tick the applied Category applied for*

Sl.No.	Scope of Work Category	Upto which the contractors can participate (Amount in Lakhs)
1.	<u>New construction works-</u> civil, interior, electrical, air-conditioning & glow sign board, mechanical infrastructure works	25.00
2.	<u>Major renovation works-</u> major repairs and maintenance works, structural addition / demolition / re-modifications works	25.00
3.	<u>Any other major contracts and bulk procurements</u>	>25.00

PREFERRED DISTRICTS

All Districts of ArP

or

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

1. **Name of the Applicant** : _____

Address : _____

Telephone Nos.

Office : _____

Residence : _____

Mobile : _____

Fax : _____

E-Mail id : _____

2. a) Status of the Firm
(Whether company/
Partnership / proprietary) : _____
- b) Name of the Proprietor/ : I) _____
Partners/ Directors : II) _____
(With professional : III) _____
Qualifications, if any):
- c) Year of establishment : _____

3. Whether registered with
Registrar of Companies/ firm : _____
- If Yes, then Regn. No. & Date : _____

4. Registration with various Authorities

- a) Income-tax No PAN/ GIR NO : _____
(Furnish copies of
Income-tax returns)
- b) Goods & Service Tax Registration No. : _____
- c) Any other Tax/ Registration
Levied by Government : _____
: _____

5. Names of the Bankers (With address):

- I) _____
- II) _____

6. Details of solvency certificate enclosed, if any:

7. Turnover of the Company/ firm :
 (Please attach copy of audited
 Balance sheet and profit and
 Loss account for three years)

Sl. No.	Year	Turnover (In Lacs Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
	Average	

8. Whether empaneled with : _____
 State Bank of India in Guwahati Circle
 (If yes, then furnish details of the Works executed along with Orders copies & Letter of
 Empanelment)

9. Registration with Government Organisations/ Public Sector / Banks:

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS/ FINANCIAL LIMIT (In Lacs Rs.)	REGISTRATION NO. WITH DATE

10. What are your fields of activities? Mentioning the fields on preference basis

- 1) _____
- 2) _____
- 3) _____

11. Details of the works executed during the last 3 years (please mention only such works which qualifies for eligibility criteria)

SN	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

12. Details of present works under execution: _____
 (Enclose copies of work orders
 Issued by clients) _____

**13. Key personnel permanently employed
 In your organization :**

S N	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other information

14. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT DETAILS

15. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last 5 years or currently under execution in the following format:

YEAR	Award for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of ARUNACHAL PRADESH RURAL BANK in selection of contractors will be final and binding to me / us.
4. I / We have read & fully understood the 'General rules and instructions' appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place :

SIGNATURE OF APPLICANT

Date :

NAME & DESIGNATION
SEAL OF ORGANISATION

Checklist (To be filled by Applicants)

Sl. No.	Particulars	Yes/No	Page No.
1	Have you mentioned the category for which you Have applied in the application form?		
2	Have you signed on all the sheets?		
3	Whether copy of PAN/GST tax Registration copy is enclosed?		
4	Income tax returns for last 3 financial years & PAN Card		
5	Whether requisite application fee by DD is paid? If Yes, DD No. Date		
6	Whether enclosed proof for year of establishment?		
7	Whether proof for annual financial turnover Enclosed for last 3 years?		
8	Whether documentary proof of all the works Mentioned for deciding the eligibility criteria for having undertaken the works is enclosed?		
8	Whether solvency certificate enclosed by contractors If yes, No. of certificates enclosed ()		
10	Whether address proof or Office/Service Centre in Agra Circle Office jurisdiction, DELHI/NCR is enclosed		
11	Whether certificate of registration of company/ Partnership Deed /Letter of Proprietorship enclosed?		
12	Whether incorporation certificate enclosed?(if applicable)		
13	Whether MSE/NSI/KIV certificates and documents enclosed?		
14	Whether undertaking for not being “Black Listed” enclosed?		
15	Audited balance sheet for last 3 financial years. If applicable		
16	Details of litigation/Arbitration cases resulting from The contracts executed in the last 5 years or currently under execution		

Annexure-II

**Declaration regarding Banning/Blacklisting
(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)**

To,

The Senior Manager, Administration
Arunachal Pradesh Rural Bank
Head Office
Naharlagun

Subject: Empanelment of Contractors at Arunachal Pradesh Rural Bank

Ref: _____

I/We hereby declare that I/We have not been banned or blacklisted or debarred by State Bank of India, any Government, Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

Should it be observed any time during currency of the empanelment selection process or during period of empanelment of the work that I/We have been banned, blacklisted order barred by any of the above Agencies, then I/We agree for forfeiture of our Empanelment by Arunachal Pradesh Rural Bank, without any recourse.

Dated:

Name & Signature of the Applicant