



ओडिशा ग्राम्य बैंक

मुख्य कार्यालय  
गण्डमुण्डा, खण्डगिरि,  
भुवनेश्वर-751030,  
(भारत सरकारके एक संस्थान)

Odisha Gramya Bank

Head Office  
Gandamunda, Khandagiri  
Bhubaneswar-751030,  
Govt. of India Undertaking

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ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ  
ଗଣ୍ଡମୁଣ୍ଡା, ଖଣ୍ଡଗିରି,  
ଭୁବନେଶ୍ୱର-୭୫୧୦୩୦.  
ଭାରତ ସରକାରଙ୍କ ଏକ ସଂସ୍ଥା

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## EMPANELMENT DOCUMENT

- ✓ Notice inviting applications for empanelment of contractors for UPS & electrical wiring (including supply of fittings).
- ✓ Eligibility Criteria, General Rules and Instructions to the intending applicants.
- ✓ Application Format for empanelment.

### Notice for Empanelment of UPS and Electrical Wiring.

Odisha Gramya Bank, is a Sponsored Bank of Indian Overseas Bank having Head Office at Gandamunda, Po-Khandagiri, Bhubaneswar having 549 branches & nine Regional Offices covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj, Keonjhar.

OGB invites Application for empanelment of contractors for UPS & electrical wiring including wiring for installation of Air condition machines, laying of earthing and maintenance of the below specified works for its Head Office, all Regional Offices and Branch premises.

Interested applicants may download the Application Form from the website [www.odishabank.in](http://www.odishabank.in) for apply of empanelment.

The duly completed Application Form in the prescribed format with all necessary supporting documents shall be sealed in a cover and **superscribed as "APPLICATION FOR EMPANELMENT OF UPS & ELECTRICAL WIRING-2018"** and should be submitted at our Head Office addressed to "The General Manager, GAD ,Odisha Gramya Bank, Head Office , Gandamunda,PO:Khandagiri,Bhubaneswar-30 on or before **20.06.2018 upto 5.00 P.M.**

The work involves supply, installation, testing, commissioning and maintenance of the products specified below.

### **Empanelment of Vendors/contracts for UPS & Electrical Wiring**

#### **Eligibility Criteria:-**

- The vendors should have their Registered Office in any of the following District: - Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj, Keonjhar.
- Contractor should be a proprietary, partnership or Limited Company.
- Should have valid license from state Govt. of Odisha for such work.
- Should have been registered with DIC to deal with such work.
- Should be registered with GST.
- Should be profit making entity for last three years and details need to be provided
- Should have supplied, installed, tested and completed similar work satisfactorily in their proprietor's/Firm's name during last 3 years and the value of work should not be less than ₹15 lacs. in total per year preferably in Central/State Govt. PSU/Autonomous bodies (please enclose details with name of client, location, date of placement of orders, date of installation and commissioning, client's contact/person's name, telephone number and satisfactory completion certificate.

- The annual average turnover for last 3 financial year should not be less than ₹20.00 lacs.
- **Value of Contracts-** The purchase order will be up to ₹1 lacs at single instance. However, we may place repeat orders during the year.
- The firm should not have been black listed by any Govt./Public sector undertaking.

**Testimonials to be submitted along with the Application Form**

1. Copy of GST Registration Certificate.
2. Copy of Valid license obtained from the Govt. of Odisha/Concerned Department of Govt. of Odisha.
3. Copy of IT returns for last 3 financial years.
4. Copy of PAN card stand in the name of individual/ Firm/Proprietor.
5. Copy of work orders received from Central/State Govt. PSU/Autonomous bodies during last 2 years along with satisfactory completion certificate and their contact numbers.
6. Balance sheet of last three years.

**General Rules and Instructions to Intending Applicants.**

1. The contractors are advised to enclose photo copies of all relevant documents as mentioned in the list of testimonials and other required documents wherever necessary.
2. If the space in the application is insufficient for furnishing full details, the information shall be supplemented in separate sheet of paper stating therein the part of the statement and serial number. Separate sheet shall be used for each part.
3. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to complete the work within a reasonable time. The Committee may also decide to physically verify if so desired, the works undertaken of other organization before taking final decision in respect of their short listing.
4. If the application is made by a partnership firm, a certificate copy of the partnership deed , current address if the firm and the full name and current addresses of all the partners of the firm also accompany with the application. If the application is made by a Limited Company Memorandum/Article of Association with certificate of commencement of business is to be submitted.
5. The decision of the Committee with regard to selection of vendors for issue of prequalification of form will be final. The Committee is not bound to assign any reason thereof.
6. Applications received after due date and time or incomplete in any respect are liable to be rejected.
7. The Committee reserves the right to reject any or all the applications without assigning any reason thereof.
8. Cost incurred by the applicant in applying, in providing necessary clarifications or attending discussion, site visit will not be reimbursed by Bank.
9. If information and details furnished by applicants are found to be false/in adequate at any point of 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.
10. The panel will be in force initially for period of 3 years with annual review/ updating from the date of notification of empanelment to the successful bidders. The bank may at its sole discretion, extend the currency of the panel further.
11. The Bank reserves the right to discontinue the panel at any time, without assigning reasons thereof. The bank's decision in this regard shall be binding & final.
12. Notwithstanding the empanelment and/or any provision contained herein, the Bank reserves the sole right to invite price quotations from any/all/none of the empanelled vendors.

## Application Format

SI	Particulars								
1	Name of the Applicant								
2	Address								
3	<b>Telephone</b>								
	Office No.								
	Residence No.								
	Mobile No.								
Fax No.									
4	Status of the Firm (whether Company/Partnership/Proprietary/Subsidiary)								
5	Name of the Proprietor/Partners/Directors								
6	Year of establishment								
7	Whether registered with Registrar of Companies/Firm								
8	If So, No. & Date								
9	Registration with Tax authorities								
10	Income Tax No. , PAN/GIR No. (Furnish copies of Income Tax returns, Registration )								
11	GST No.								
12	Registration No.								
13	Turnover of the Company/Firm (Please attach copy of audited Balance sheet and profit loss account for three years			( ₹ in lakh)					
				<b>SI</b>	<b>Year</b>	<b>Turn over</b>			
				1	2017-18				
				2	2016-17				
				3	2015-16				
		Average							
14	Registration (Empanelled) with govt./Public sector/Banks.								
	SI	Name of the organization	Nature of Works	Value of works	Date of Registration				
	1								
	2								
	3								
What are your fields of core competence? Mention the fields on preference basis: i. ii.									
15	Details of the qualifying works executed ( please mention only such works which qualifies for the category/ class for which you have applied)								
	SI	Name of Work	Work executed for (Name of the organization with address, concerned office & telephone no)	Nature of Work	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)
	1								
	2								
	3								

16	Key Personnel permanently employed in your organization :						
	Sl	Name	Qualification	Experience	Particular of work done	Employed in your firm since	Any other
17	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		Organization & Address		Contact numbers		

**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/ documents.
3. I/ we agree that the decision of OGB in selection of empanelment will be final and binding to me/us.
4. 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 the empanelment shall be cancelled at the discretion of the Bank.

Applicant's Signature

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