



ಕರ್ನಾಟಕ ವಿಕಾಸ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

ಕನರಾ ಬ್ಯಾಂಕ್ ಪ್ರವರ್ತಿಸಿ ಸರ್ಕಾರಿ ಸ್ವಾಮ್ಯದ ಶೆಡ್ಯೂಲ್ಡ್ ಬ್ಯಾಂಕ್

**Karnataka Vikas Grameena Bank**

A Scheduled Bank Owned by Government-Sponsored by Canara Bank

ಪ್ರಧಾನ ಕಛೇರಿ : ಧಾರವಾಡ

Head office : Dharwad

## PLANING AND DEVELOPMENT DIVISION

Ref No: 93/PMD/SMP/2021

Date: 16.04.2021

### Notice inviting applications for Empanelment of Architects/ Engineers/ Contractors

Karnataka Vikas Grameena Bank invites applications from reputed Architects, Civil /Structural Engineers, Contractors for Electrical and Furniture works 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 at different locations of nine Districts Viz. Dharwad, Belagavi, Vijayapur, Bagalkot, Gadag, Haveri, Udupi, Dakshina Kannada & Uttarakannada.

It is proposed to maintain separate panels of Empanelment.

- Architects
- Civil/Structural Engineers
- Furniture contractors
- Electrical contractors

The application forms duly filled in with all attested copies of supporting documents and enclosed in a sealed cover super scribed as "**Application for empanelment of.....**" (Mention category applied for) should reach The General Manager, Karnataka Vikas Grameena Bank, Head Office, Belgaum Road, Dharwad-580008 on or before 03.05.2021 by 4.00 PM.

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

Application can be downloaded from Bank's Website ([www.kvgbank.com](http://www.kvgbank.com)). The application is to be submitted along with a DD of Rs.500/- (non refundable) favouring Karnataka Vikas Grameena Bank payable at Dharwad.

**GENERAL MANAGER**

## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

**1.0.** The empanelment of Consultants, Contractors, Suppliers and Service Providers are proposed for the Civil, Furniture, Electrical, Interior works and other allied works of routine nature in the Branches and offices coming within the jurisdiction of Karnataka Vikas Grameena Bank, Head Office. 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 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

### **2.0. This document consists of the following:**

- Notice inviting applications for empanelment of Architects/ Engineers/ Contractors
- General rules and instructions to the intending applicants.
- Scope and eligibility criteria for each category
- Application format for empanelment.

**3.0.** The complete document as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date & time 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 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 checklist given along the Annexure-1 should be duly filled up and should be submitted along with applications. The applications without checklist are liable for rejection.

**4.0.** The applicants, who intend to apply for more than one category, have to apply for each category using separate application forms.

**5.0.** 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.

**6.0.** 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.

**7.0.** 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.

**8.0.** If the application is made by a limited company, it shall be signed by a duly authorized 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.

**9.0.** The empanelment shall be made for a specific category as per the application received supported by documentary proofs. For different category the applicant has to apply using separate application form.

**10.0.** The evaluation will be based on the experience of the consultants/ contractors / suppliers/ service providers 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 and inspection of works, eligibility criteria, the consultants/ contractors/ suppliers/ service providers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. **Only the empanelled contractors will be informed by post/email.**

**11.0.** 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.

**12.0.** Applications received after the due date and time is liable for rejections.

**13.** The Consultants / Architects having their office in the geographical jurisdiction of the Bank will be preferred. **The empanelment shall be valid up to three years from the date of issue of empanelment letter under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.**

14. Karnataka Vikas Grameena Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

**15. Those that are in the existing panel of Bank are also requested to submit the application for empanelment along with the latest details.**

## **II. SCOPE AND ELIGIBILITY CRITERIA FOR APPLICANTS**

### **A. SCOPE OF WORK**

The scope of work for the **Architects** include Designing Interior layout plans for own branches / offices of the Bank, providing specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, 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/Structural Engineers** will be used for planning, estimation and execution, maintenance of Civil works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, other allied works, measurement of carpet area of the Branch/office

premises and issuing certificate in respect of strong room/Chest construction for Bank owned Branches, residences and offices of the Bank.

The services of **Furniture contractors** will be used for Furniture works including repairs/renovation/remodelling/dismantling and refixing of Counters/partitions, Cash/Manager cabins, panelling, false ceiling, Furnitures, new counters for branches / offices of the Bank.

The services of **Electrical contractors** will be used for planning and execution of the electrical works for the Bank branches/offices including internal and external electrification of branches, associated cabling, earthing, wiring for air-conditioners, UPS breakdown repairs, assisting in procurement of electrical equipments like Generators, UPS, Transformers and other allied works for various branches/ offices of the Bank.

## **B. ELIGIBILITY CRITERIA:**

### **ARCHITECTS**

- Graduate/Post Graduate in Architecture with minimum 5 years of experience in the respective field as on 31.03.2021. The Architects with specialization in Interior designing will be preferred.
- The Architect must have registered with the council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial Institutions/software companies with lighting details, electrical, data-cabling and Air-conditioning layouts.

The architect should have completed:-

Five projects each costing Rs.10.00 lakhs

**Or** Three projects each costing Rs.15.00 lakhs

**Or** Two projects each costing Rs. 20.00 lakhs during the last three years.

- The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs.5.00 lakhs.
- Should be an assessee of Income Tax
- Intending candidates should submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to 5 lakhs.

### **b. Civil/Structural Engineer:**

The candidates intending to apply should have the experience of successfully completing the following quantum of works such as original works, alterations, repairs and renovations involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to **31.03.2021**.

- Graduate in civil/structural Engineering with minimum 5 years of experience in the respective field as on 31.03.2021. The Civil Engg Consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.
- Planning, designing and supervision of major repair works including water proofing works of buildings.

The Civil/Structural Engineer should have completed:-

Five projects each costing Rs.10.00 lakhs

**Or** three projects each costing Rs.15.00 lakhs

**Or** two projects each costing Rs. 20.00 lakhs during the last three years

- The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs.5.00 lakhs.
- Should be an assessee of Income Tax
- Intending candidates should submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to 5 lakhs.

### **FURNITURE CONTRACTORS**

- The contractor who intends to apply should have minimum two years experience prior to 31.03.2021 in Furniture works including repairs/renovation/remodelling of partitions, Cash/Manager cabins, panelling, false ceiling, Furniture's, 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 the last 5 years prior to 31.03.2021. He should have executed at least one single similar work costing not less Rs.1,00,000/- during the last one year.

Intending candidates should submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to 5 lakhs.

### **ELECTRICAL CONTRACTORS**

- Electrical Contractors who intends to apply 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 during the last 5 years prior to 31.03.2021. He should have completed at least one similar single work costing Rs.1,00,000/- during the last one year.

- Intending candidates should submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to 5 lakhs.

**Note:**

1. In all the above categories, the applicants having the experience in the contract administration for Government, PSUs, 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.

<b>Other Terms and Conditions</b>
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- If the service of the agency is found unsatisfactory, the Bank has liberty to cancel the contract during the contract period without giving any reasons.
- The agency has to look after all the applicable Labour laws and the Bank not responsible for any Labour / other any problems and consequences.
- During the Contract period, for any loss to the life of the labours, the Agency shall be responsible for the same and the Bank is not concerned to such accidents/claims.
- During the contract period, if there is any loss to the Bank's asset by the Labour engaged by the agency, the same shall be borne by the Agency only.
- The rates quoted will be for three years from the date of agreement/issuing of Letter and extendable at the discretion of the Bank.
- The empanelment in the Banks list does not mean to award any work to the agency, Bank decides the agency for the particular work.
- Bank does not take any monetary loss to the contractor, other than the bill amount for the works executed at our Bank.
- Bill will be paid to the agencies only after verification of the Bill by the Banks concerned officials.
- The Empanelled agencies /contractors have to coordinate with different agencies for the smooth execution of the work.

## ANNEXURE – I

### APPLICATION FORMAT

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#### APPLIED FOR EMPANELMENT OF ::

(Write correct choice ARCHITECT/ENGINEER/CONTRACTOR)

1. Name of the Applicant :

Address Main Office :

Telephone No Main Office :

Mobile :

E-Mail :

2. a) Status of the Firm (Whether company/  
Partnership / proprietary) :

b) Name of the Proprietor/ Partners/ Directors

(with professional qualifications, if any):

I)

II)

III)

c) Year of establishment :

d) Experience in the same field. :

3. Whether registered with Registrar of  
Companies/ firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) Income-tax No PAN NO:

(Furnish copies of Income-tax returns of last 3 years)

b) Goods and Services Tax Registered:

If yes GST No:

(Furnish the latest copies of the returns filed)

c) Registration/ License Number:

Valid till:

**Note:** a) In Case of Electrical contractor, copy of valid license issued by the Electrical Inspectorate to be enclosed.

5) Turnover of the Company/firm (Please attach copy of Audited Balance Sheet and profit and loss account for the last three years).

6) Registration with Government/ Public Sector/ Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

7. Details of the works executed during the last 5 years

S No.	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**



8. Details of present works under execution (enclose copies of work orders issued by clients)

Sl .No	Type of work	Work being executed for (name of the organization, with address	Nature of work (in brief)	Location of work	Value of work order	Duration of work	Present stage of work

9. Key personnel permanently employed in your organization:

S No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

10. 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 NUMBERS

11) Details of Solvency Certificate from the Bank (Rs.5.00 lakhs)

12) Whether willing to work anywhere in our area of operation : **YES/NO**

(Districts: Dharwad, Belgaum, Bagalkot, Vijayapur, Gadag, Haveri, Uttar kannada, Udupi & Dakshiana Kannada)

## **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 Karnataka Vikas Grameena Bank in selection of contractors 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.

Place :

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

<b><u>Checklist</u></b>	<b>(To be filled in by Applicants Mandatorily)</b>	
	1) Have you mentioned the category for which you have applied in the application form?	Yes/No
	2) Have you signed in all the sheets?	Yes/No
	3) Whether copy of PAN/VAT/Service tax & Registration copy is enclosed?	Yes/No
	4) Whether requisite application fee by cash/DD is paid?	Yes/No
	5) Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects?	Yes/No
	6) Whether enclosed proof for year of establishment?	Yes/No
	7) Whether proof for average annual financial turnover enclosed?	Yes/No
	8) Whether documentary proof for having undertaken the works is enclosed?	Yes/No
	9) Whether solvency certificate from the bankers is enclosed?	Yes/No