

**TENDER
FOR EMPANELMENT OF
INTERIOR FURNISHERS
FOR BRANCH RENOVATION/
INTERIOR FURNISHING WORKS
FOR THE BRANCHES OF
PUNJAB & SIND BANK
ZONAL OFFICE, GURDASPUR**

Tender Reference Number: - PSB/GSP/FUR-01/2021

IMPORTANT DATES	
DATE OF ISSUE OF TENDER	07.10.2021 from 11.00 hrs.
LAST DATE OF SUBMISSION OF TENDER	21.10.2021 up to 15.00 hrs.
DATE OF OPENING OF TENDER	21.10.2021 at 15.30 hrs.

**ADDRESS:
PUNJAB & SIND BANK
ZONAL OFFICE
435/7, Civil Lines,
Gurdaspur-143521
Ph.01874-500371, 221038
E-mail: zo.gurdaspur@psb.co.in**



पंजाब एण्ड सिंध बैंक
PUNJAB & SIND BANK

पी.एस.बी. भारत सरकार का उपक्रम/ A Government of India Undertaking

आंचलिक कार्यालय

Zonal Office

435/7, सिविल लाईन, गुरदासपुर-143521

Gurdaspur-143521

दूरभाष: 01874-220887, 222086

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435/7, Civil Lines,

Ph.01874-500371, 221038,

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zo.gurdaspur@psb.co.in

Document for empanelment of Interior Furnishers

This document consists of the following :

- a. Notice inviting applications for empanelment of Interior Furnishers**
- b. General Rules and instructions to the intending applicants.**
- c. Scope, Eligibility Criteria and Related Details**
- d. Application form for Empanelment.**

Last date of submission of filled in forms- 21.10.2021

APPLICATION FEE OF Rs.3000/- (NON REFUNDABLE)

Cut off date (Experience) – 31.03.2021.

S. RASHPAL SINGH

ZONAL MANAGER

Punjab & Sind Bank,

Zonal Office,

435/7, Civil lines Gurdaspur

Ph. 01874-500371, 500373

Notice for Empanelment of Interior Furnishers.

Interior furnishers who wish to carry out work in the different branches under GURDASPUR/PATHANKOT DISTRICTS AND STATES OF JAMMU & KASHMIR AND HIMACHAL PRADESH need only respond. The categories of contractors/ Interior furnishers depending on the financial capabilities, are explained below. The eligible and interested interior furnishers may download the form from the website. The eligibility criteria of applications shall be evaluated as on cut off date (i.e. 31.03.2021). The bank reserves the right to accept any or all the applications without assigning any reasons there of and their decision of selection will be final.

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Disclaimer

- The information contained in this RFP document or any information provided subsequently to Bidder(s) whether verbally or in documentary form by or on behalf of the Bank, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice, wherever necessary. Bank makes no representation or warranty and shall incur no liability under any statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- Bank reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process at any stage of the process of bidding/RFP, without assigning any reasons whatsoever. Such change will be published on the Bank's Website (<https://punjabandsindbank.co.in>, <https://psb.eproc.in>) and it will become part and parcel of RFP.
- Bank reserves the right to reject any or all the RFPs received in response to this RFP document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.
- Information provided in this RFP is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Bank does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

Information for Online Participating:

This Tender will follow e-Tendering process which will be conducted by Bank's authorized e-Tendering Service Provider M/s C1 India Pvt. Ltd. through website: <https://psb.eproc.in>.

Following activities will be conducted online through the above website:

1. Download of RFP document including all Annexure.
2. Addendums to the RFP.
3. Submission of Technical Bid & Commercial Bid by the Bidder.
4. Opening of Technical Bid & Commercial Bid by the Bank.
5. Announcement of results, if any.

Instructions:

1. Bidders who wish to participate will have to register with the website (<https://psb.eproc.in>). Bidders will be required to create login id & password on their own in registration process.
2. Bidder who wish to participate in this tender need to procure Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency. Bidders can view the list of licensed CA.s from www.cca.gov.in.
3. In case of any clarification/ queries regarding online registration/ participation, Bidders may reach out to:

Email: psbsupport@c1india.com
Ph: 0124-4302033/36/37.

1. INSTRUCTIONS TO APPLICANTS

- 1) The empanelment of a contractor / furnisher in Bank shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
- 2) The details of the applicants shall submitted in the Bank's prescribed" Application Format" only.
- 3) The applicant should ensure that the application **(Annexure A)** is to be uploaded on <https://psb.eproc.in> within prescribed date and time as mentioned in the advertisement and copy for the same submitted at the given address personally or by post/courier.
- 4) 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.
- 5) The applicant should furnish documentary proof with respect to the eligibility criteria set down by the Zonal office along with the completed application form.
- 6) If necessary, the categories/ value/ class/ limits for which the Interior Furnishers are empanelled should be specified.
- 7) The applicant should enclose demand draft (non refundable) for Rs 3000/- in favor of Punjab & Sind Bank and payable at Gurdaspur.
- 8) The firm should have their registered office in Punjab/ Jammu & Kashmir.

2. EVALUATION OF THE APPLICATIONS:

The evaluation of the document should be assessed on the following:

- 1) Experience and reputation of the firm.
- 2) Empanelment with other Bank, PSUs, Govt Institutions etc.
- 3) Manpower & logistical support of the firm.
- 4) Previous experience with the Bank.
- 5) Registration with statutory tax authorities like Service Tax, GST etc.

If found necessary, the Zonal Office may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format. Inspection of works and eligibility criteria the applicants will be empanelled.

If found necessary, the Zonal Office may adopt marking scheme for short listing the final list of Interior Furnisher. The marking scheme so adopted should be disclosed before the last date of submission of the applications.

3. VALIDITY OF EMPANELMENT:

The Empanelment shall be valid for a period of 1 year from the date of intimation letter to the short listed Interior Furnishers and shall be reviewed on yearly basis for extension of the period. The extension is on Bank's discretion.

4. SCOPE OF EMPANELMENT

(Duties and Functions of Interior Furnisher):

The scope of work of contractors for Interior Furnishing Works broadly is to undertake original interior furnishing works of Branches/Offices/Residences, furnishing & interior decoration, civil work and rehabilitation of the buildings, electrical, air-conditioning, fire safety works, alterations and renovations involving erection of partitions, cabins, work stations, false ceiling, flooring, counters, paneling, storage units, furniture, blinds etc. This empanelment is only for the workorders upto of Rs Five Lac only.

The work to be allotted for the branches under Gurdaspur Zone (Gurdaspur & Pathankot districts, State of Jammu & Kashmir and Himanchal Pradesh).

5. DISCIPLINARY ACTIONS:

The Interior Furnisher shall have to abide by all the rules of empanelment and also by the terms and conditions of the agreement/MoU. He shall have to execute the works as per contract on time and with good quality. Bank shall have the right to suspend business with him for any period, debar or remove the name from the approved list of Interior Furnishers indefinitely or for a period as decided by Bank after issue of a show cause notice. Decision of Bank shall be final and binding on the Interior Furnishers.

The name of the contractor may be removed from the approved list of contractors/interior Furnishers by the Bank if he:

1. Fails to execute a contract or has executed it unsatisfactorily or
2. Persistently violates any important conditions of contract: or
3. Furnishes false particulars at the time of empanelment: or
4. Indulges in any type of forgery or falsification of records: or
5. Defaults in tax dues like income Tax, Work contract Tax, GST etc.

6. PAYMENT:

The payment to be made after completion of work.

7. REVISION OF ABOVE RULES OF EMPANELMENT :

Bank may modify, add delete and / or change any of the above rules and the same shall be binding on all the empanelled Contractors/ Consultants. Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

ZONAL MANAGER

APPLICATION FORMAT (Annexure A)

Sr.No	Details	Particulars
1	Name of the applicant / Firm / Company	
2	Registered Address: Address for communication	
3.	Contact Information Office Phone Number Residence Phone Number Mobile Number	
4.	Fax: E-mail	
5.	Status of the Firm	Company Partnership Proprietary firm Individual (Attach Proof)
6.	Name of the Proprietor / Partners/ Director with professional Qualification (If any)	
7.	Year of Establishment	
Sr.No	Details	Particulars
8.	Registration Details Companies / Firm Resistration No. & Date Sales Tax Registration No, income Tax PAN, TIN: VAT/GST No. Service Tax No. Others, If any	

9.	Income tax turnover of the company / firm (Please attach a copy of audited Balance Sheet and Profit & Loss Account / IT returns For three years)	2019-20 -Rs. 2019-20 -Rs. 2020-21 -Rs.
10	Empanelment with Government organizations / PSUs/ Public Sector Bank viz CPED, MES etc (Furnish Names, category, Registration details etc.)	
11.	Field of activities (Mention based on Preference)	
12.	Key Personnel details / Manpower & logistical support of the Firm. (Enclose separate sheet, if required)	
13.	Details of works done in last 5 years. Please mention only those works which qualifies for Interior Furnishing work	
14.	Details of the works done for the Bank in last 5 years (Enclose separate sheet if necessary)	
15.	Specify the maximum Value of work done in a year	
16.	Details of three responsible clients / persons whom the major works carried out by the applicant with address and telephone number who will be in a posttion to certify about the quality as well as the past performance of your organization.	
17.	Details of Application Fee	DD No. Date: Issuing Bank / Branch
18.	Empanllled Area (Tick one or more)	GURDASPUR DISTRICT <input type="checkbox"/> PATHANKOT DIRSTRIC <input type="checkbox"/> JAMMU & KASHMIR <input type="checkbox"/> HIMANCHAL PRADESH <input type="checkbox"/>

Declaration :

1. All the information furnished by me / us here above is correct to the best of my knowledge / belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the Accompanying sheet / annexures
3. I / we have agree that the decision of Punjab & Sind Bank in selection of interior furnisher Will be final and binding to me / us
4. I/ We have read the instruction / 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.

DATE:

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION

PLACE:

SEAL OF THE ORGANISATION