



बड़ौदा यू.पी.बैंक
Baroda U.P. Bank

प्रधान कार्यालय
बुद्ध विहार व्यावसायिक याजना, तारामंडल
गोरखपुर-273016

**Tender document for Short-listing/Empanelment of
Furnishers/Interior Decorators**

Start Date : 30.05.2024
End Date : 20.06.2024 4.00 pm
Date of Opening : 20.06.2024 4.30 pm

Address for submission Tender/Bid/Proposal

The General Manager
Baroda U.P. Bank
Head Office, Buddh Vihar Commercial Scheme,
Taramandal, Gorakhpur-273016(UP).

Contact No. : 10 am to 5.00 pm (on working days) : Mob : 9151082350



Baroda U.P. Bank

(Sponsored by Bank of Baroda)

Head Office

Buddh Vihar Commercial Scheme, Taramandal

Gorakhpur-273016

**Tender document for Short-listing/Empanelment of
Furnishers/Interior Decorators**

Baroda U.P. Bank is a leading Regional Rural Bank with more than 2000 Branches/Offices geographically located in Uttar Pradesh with its **Head Office** at **Gorakhpur**, **Administrative Offices** at **Gorakhpur, Raebareli & Varanasi** and **Regional Offices** at **Allahabad, Ambedkar Nagar, Amethi, Auraiya, Azamgarh, Balia, Bareilly, Basti, Bhadohi, Chandauli, Deoria, Etawah, Faizabad, Fatehpur, Gazipur, Gorakhpur, Jaunpur, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushinagar, Maharajganj, Mau, Pilibhit, Pratapgarh, Raebareli, Sant Kabir Nagar, Shahjahanpur, Siddarth Nagar, Sultanpur and Varanasi** caters to the banking needs of 31 Districts of Uttar Pradesh. Applications are invited in the prescribed format for shortlisting/empanelment of Furnishers/Interior Decorators for executing the work of Bank's branches/Offices coming under operational area of the Bank. Eligibility Criteria, terms and conditions are discussed in this document. Interested Furnishers/Interior Decorators who are eligible as per the Eligibility Criteria can apply.

The last date for submission of applications is 20th June, 2024, Tuesday before 04.00 PM. All applications received up to 04.00 PM on 20th June, 2024 will be opened at 04.30 PM on the same day. The applicants can send their queries(if, any) by e-mail to pe.ho@barodauprrb.co.in, if any on or before 04.00 PM on 5th June, 2024 and will be replied by Bank on 6th June 2024.

Note:- Furnishers/Interior Decorators who are already empaneled with Baroda U.P Bank need not to apply.

**-Sd-
General Manager,**

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1. Requirement and guidelines to the applicants

1. Baroda U.P. Bank, Head Office is in the process of empaneling Interior Decorators and invites sealed applications from Furnishers/Interior Decorators who are eligible as per the Eligibility Criteria.
2. **Scope of Work:** The scope of work of Furnishers/Interior Decorators for Interior Furnishing works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations, masonry, plastering, RCC concrete works, painting, flooring, plumbing & sanitary, structural steel fabrication, woodwork, electrical work & data cabling works etc.
3. **Method of award of work Tender:** Tender will be invited only from the empanelled Interior Decorators for each work separately and work order will be issued to lowest or most suitable empanelled Furnisher/Interior Decorator.
4. The empanelment will be done for total work costing **upto Rs. 10 lacs only**(exclusive of applicable taxes).
5. Incomplete applications will not be considered.
6. Intending Furnishers/Interior Decorators who are eligible as per the Eligibility Criteria are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed format for considering their names for empanelment.
7. The Interior Decorators who are having minimum 3 years of experience in the field should apply.
8. Baroda U.P. Bank shall approach the Interior Decorators' clients, corporations, organizations, etc. to verify their general reputation / competence.
9. Selection of Furnisher/Interior Decorators will be based on the ability and competence required for good quality jobs to be performed by them.
10. If the space provided in the format is insufficient for giving full details, the same may be given on a separate sheet of paper.

11. Information/details furnished by selected Furnisher/Interior Decorators, if found to be false at any time in future or any information affecting empanelment is willingly /unwillingly withheld & if it comes to the notice of the Bank at any point of time, the empanelment of Interior Decorators can be cancelled immediately.
12. Where copies of documents are required to be furnished, these should be self certified with proper stamps as true copies.
13. The evaluation will be based on the experience of the Furnishers/Interior Decorators and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.
14. Based on the details furnished and inspection of works, Eligibility Criteria, Interior Decorators will be empaneled.
15. Only empaneled Furnishers/Interior Decorators will be informed by mail/e-mail.
16. Decision of Baroda U.P. Bank regarding selection of Furnisher/Interior Decorators for empanelment will be final and binding and no further correspondence will be entertained.
17. Empanelment of the Furnishers/Interior Decorator, if selected, will be valid till 31.07.2025 and subject to review, bank may decide to extend it for another One Year or as decided by the Bank.
18. Baroda U.P. Bank reserves the right to accept or reject any application without assigning any reason.
19. The application shall be submitted strictly in the format as mentioned along with the supporting documents. Information furnished to Bank will be kept strictly confidential.
20. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so.
21. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
22. Completed empanelment application/ document shall be submitted up to 4:00 pm on or before **20.06.2024** to the **General Manager, Baroda U.P. Bank, Head Office, Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016(UP)**.
23. Preference will be given to the Furnisher/Interior Decorators who have full office set up in operational area of the Bank. Preference will also be given to those Furnishers/Interior Decorators who are on the panel of Nationalized/Public Sector Banks/RRBs in state of Uttar Pradesh.

25. The submission of application should be in a sealed covers super scribed as “Application for empanelment of Furnishers/Interior Decorators – Baroda U.P. Bank”.
26. Baroda U.P. Bank reserves the right to accept or reject any tender irrespective of the lowest bidder without assigning any reasons thereof.
27. All applicants are requested to study the details carefully before submitting their tenders.
28. The applications will be opened by the bank official and details of empaneled Furnishers/Interior Decorators will be communicated to the respective applicant by mail/e-mail.
29. Canvassing in any form in connection with this empanel process is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable for rejection.
30. The applications which are received after due date & time are liable for rejection.
31. Applications incomplete in any respect & which are not legible are liable for rejection.
32. The applicants may submit their applications in the desired format as explained in the document. Submission of applications in any other format will not be entertained & will be summarily rejected.
33. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
34. Each page of the application should be signed.
35. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
36. Bank reserves the right to cancel one or all applications without assigning any reason whatsoever.
37. Decision of the Bank in regard to selection of the Furnishers/Interior Decorators will be final and binding on the applicants.
38. Furnishers/Interior Decorators who are already empaneled with Baroda U.P Bank need not to apply.

2. Eligibility Criteria for empanelment of Furnishers/Interior Decorators:

Category: For total work costing **upto Rs. 10 lacs only**(exclusive of applicable taxes)

Sno	Criteria	Criteria Marks Allotted	Self rating marks	Bank's Assessment
1.	Relevant Experience in similar field [as on 31.03.2024] 10 years and above >= 7 Years and < 10 years >= 3 Years and < 7 Years	25 20 15		
2.	Financial Capacity(Capable for one time order execution) 10 Lakh and above >= 7 Lacs and < 10 Lacs >= 3 Lacs and < 7 Lacs	25 20 15		
3.	Worked for eBaroda U.P. Bank/ePurvanchal Bank/eKashi Gomti Samyut Gramin Bank earlier for any project	05		
5.	Empanelment/Similar work executed for Nationalized Banks/ RRBs 5 Banks and above >= 3 Banks and < 5 Banks >= 2 Banks and < 3 Banks	25 20 15		
6.	Empanelment/Similar work executed for Public Sector Units(PSUs) and Govt. Departments Public Sector Units(PSUs) Govt. Departments	10 05		
7.	ISO Certification	3		
9.	Qualification of the professionals/ employees of companies/ firms:: Post Graduation: (7 Marks); Graduation: (6 Marks) Diploma /ITI: (5 Marks)	07 06 05		
10.	Black listed by any Govt./PSB/PSU (-25 Marks) (a Self declaration saying that your company is not black listed by any Govt./PSB/PSU is to be submitted)			
11.	PAN - (02 Marks) GST - (03 Marks)	05		
	Total Marks	105		

NOTE: Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. The Furnishers/Interior Decorators scoring 60 marks & above will only be considered for empanelment & they themselves will have to fill in marks for self-rating as stated in the above table. Evaluation of these marks will be done by the Bank and Bank's decision in the matter is final & binding. No complaints in this regard will be entertained. Empanelment of the Interior Decorators will also be decided on the basis of their financial position, no. of employees and past experience, works executed.

3. Application Format for Interior Decorators:

The basic scope of work for Interior Decorators/Furniture Contractors for Interior Furnishing works mainly involves erection of partitions, counters, panelling, false ceiling, cavity flooring, furniture and fabricated workstations, masonry, plastering, RCC concrete works, painting, flooring, plumbing and sanitary work, structural steel fabrication, woodwork, electrical work & data cabling works etc.

Desired requirements:

The Interior Decorators/furniture contractor must have minimum 3 years experience in the line/field. The Interior Decorators/furniture contractor should have completed works /projects for minimum 5-7 sites of reputed firms/nationalized banks during last 3 years. The Interior Decorators/furniture contractor should having the office in operational area of the bank will be given preference. Firms empaneled with nationalized banks/RRBs also will be given preference. Firm should have successfully completed projects as mentioned above till date and Documentary evidence in support of this must be submitted.

FORMAT FOR APPLICATION

(May be typed on separate A4 size paper strictly as per appended format)

1	Name of the Firm/ Organization Registered Office Other Offices/Branches details Telephone No. Fax No. E-mail	
2	Year of Establishment	
3	Status of the firm Whether individual/ company / firm / Proprietary	
4	Name and Qualification of Directors /Partners / Proprietor	Name Designation Qualification Mobile no. 1). 2).
5	a) Whether registered with the Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association) b) If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, proof if any)	
6	Name of the bankers	Name of Bank: Name of Branch: Phone Nos.: Contact Person Phone No.:
7	Satisfactory evidence to indicate financial capacity Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Returns to be submitted.	Year Turnover Profit (Rs. In lacs) 31.03.2022 31.03.2023 31.03.2024

8	Registration with Tax Authorities	i) Income-tax (PAN) No. ii) GST No.
9	No. of years of experience in the field. Mention fields of activities (Minimum experience- 3 Years)	
10	Whether ISO certified? Furnish details.	
11	Detailed description and value of works done in last 3years from Banks and others (as per Annex. I & II attached)	
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 3 years / being executed now. If yes, please furnish details.	
14	Key personnel employed :(as per Annex. V with complete experience and qualification details)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)	
16	Whether related to any staff member of Baroda U.P. Bank. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability	
18	List of clients-name, address, phone no.	
19	Any other information	

Note: All certified copies are required to be furnished for the proof. These are to be self certified or by the concerned agencies/ or a Govt./PSU Officer. In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant

4. Particulars of works executed for banks as client

PROFORMA – I

Sno	Name of Work /Project executed with name & address of the client bank.	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order & completion certificate from the Bank.
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

5. Particulars of works executed for other clients

PROFORMA – II

Sno	Name of Work /Project executed with name & address of the other clients	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order & completion certificate from the Client.
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

6. Particulars of works on hand from banks

PROFORMA – III

Sno	Name of Work /Project executed with name &address of the client bank.	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order from the Bank
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

7. Particulars of works on hand from other clients

PROFORMA – IV

Sno	Name of Work /Project executed with name &address of the client	Short description of work	Name & Address of Owner / Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of Work Order & completion certificate from the Client
1)							
2)							
3)							
4)							
5)							
6)							
7)							

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

8. Key personnel permanently employed

ANNEXURE – V

Sno.	Name	Designation	Qualification	Experience	Years with the firm	Name of the projects handled costing over Rs.2 lakhs and above	Indicate special expertise such as Advance Mgt. Tech. like CPM / PERT & Projects in which such techniques were employed	Any other information

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence.

9. Details of Infrastructure in Office

ANNEXURE – VI

Sno	Items	Details	Numbers/Quantity
1)	Address of the office		
2)	Office premises, area etc. in sq.ft.		
3)	Fax / M/C		
4)	Telephones		
5)	Other instruments		
6)	Software/s used for planning, estimation, execution, supervision etc.		
7)	Reference books used for estimates / rate analysis etc. Information		
8)	Subscription to magazines, journals from institutes of technical nature		
9)	Any other		

Signature of the Applicant

10. Covering letter to Application

Date:

The General Manager,
Baroda U.P. Bank
Head Office, A-1, Civil Lines
Raebareli

Dear Sir,

Subject: Application for empanelment of Furnishers/Interior Decorators.

We have read and examined all Eligibility Criteria, scope of work, technical, all terms and conditions of tender document. We understand the Eligibility Criteria and instructions to the applicants.

Our company/firms is eligible as per the Eligibility Criteria fixed by the Bank for empanelment and all proof /evidence for the Eligibility Criteria is enclosed.

We submit our application for Bank's consideration duly filled-in and complete in all respects according the Performa.

If our application is accepted, we will continue in the empaneled list of your bank.

We once again confirm that our company is eligible as the eligible criteria and all documents are enclosed as evidence for proof.

We hereby acknowledge and unconditionally accept that Bank may on its absolute discretion apply whatever criteria deemed appropriate for short listing and selection of the Furnishers/Interior Decorators.

We understand that you are not bound to accept any application, you may receive.

Yours faithfully,

(Signature of Authorized Official)

Name:

Designation:

Seal of the company

11. Check list for submission of Application

The applications are requested to submit the following three in a single cover.

1. Covering letter as per the format given in the tender document
2. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do A copy of the necessary authorization / Power of Attorney for signing the application should be attached.
3. Profile of the company / firm
4. Proof for having minimum 3 years' experience in this field
5. Proof /Audited balance sheets showing Minimum Turnover.
6. Proof of ISO 9001 certification, if your company have it
7. A Self declaration letter about the black listing: A Self declaration letter saying that your company is not black listed by any Govt./PSU/PSB must be submitted
10. Any brochures/printed material of your company, if available
11. Index covering the page wise details