



भारतीय रिज़र्व बैंक
संपदा विभाग
नागपुर

सिविल, इलेक्ट्रिकल, वास्तुकार एवं अन्य कार्यों के लिए ठेकेदारों का पैनल बनाना

भारतीय रिज़र्व बैंक, सम्पदा विभाग, नागपुर अपने नागपुर स्थित कार्यालयों एवं आवासीय परिसरों के लिए, ₹50.00 लाख रुपये तक की अनुमानित कार्य लागत तक के विभिन्न श्रेणियों में, सिविल / सेनिटरी प्लम्बिंग / वॉटर प्रूफिंग / फ़र्निचर / फिक्सचर्स / इलेक्ट्रिकल कार्यों, वास्तु और संरचनात्मक सेवाएं इत्यादि विभिन्न कार्यों के निष्पादन / आपूर्ति / मरम्मत / रख-रखाव करने वाले संविदाकारों के रूप में ऐसे ठेकेदारों / आपूर्तिकर्ता / व्यवसाय-प्रतिष्ठान जो सरकारी / अर्ध सरकारी उपक्रम / बैंको और वित्तीय संस्थानों आदि के साथ पंजीकृत है, उनको पैनल में रखने के लिए उनसे मुहरबंद आवेदन पत्र आमंत्रित करता है।

इच्छुक संविदाकार संपूर्ण ब्योरा पाने के लिए और आवेदन पत्र डाउनलोड करने के लिए हमारी वेबसाइट <https://www.rbi.org.in> को भी देख सकते हैं। पहले से ही पैनलीकृत संविदाकार जिनकी प्रविष्टि नवंबर-2024 में समाप्त हो जाएगी, उन्हें भी नए सिरे से आवेदन करना अपेक्षित है। विधिवत भरे गए आवेदन प्रस्तुत करने की अंतिम तिथि **31 अक्टूबर 2024 शाम 4:00 बजे तक** है।

बैंक के पास बिना कोई कारण बताए किसी भी अथवा सभी आवेदन पत्रों / निविदाओं को अस्वीकार करने का अधिकार सुरक्षित है।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
नागपुर



**Reserve Bank of India
Estate Department
Nagpur**

APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL, OTHER WORKS, ARCHITECTS AND STRUCTURAL CONSULTANTS, ETC.

Reserve Bank of India, Nagpur, invites applications for Empanelment of Contractors/ Suppliers under various categories for maintenance/ renovation works in its Office and Residential Premises at Nagpur.

2. The enlistment shall be carried out for different categories under each trade/sub-trade based on the estimated cost of work/ supply. There are **four categories** based on the estimated cost of work/ supply, as detailed below:

a) Details of Categories

Category-I – For works/ supply costing up to ₹2 lakh,

Category-II - For works/ supply costing above ₹2 lakh and upto ₹10 lakh,

Category-III – For works/ supply costing above ₹10 lakh and upto ₹25 lakh and,

Category-IV– For works/ supply costing above ₹25 lakh and upto ₹50 lakh.

b) List of Trades (Category wise)

Sr No.	Trades	Categories			
		I	II	III	IV
		Up to ₹2 Lakh	Above ₹2- Upto ₹10 Lakh	Above ₹10- Upto ₹25 Lakh	Above ₹25- Upto ₹50 Lakh
<u>Civil Works</u>					
1	General Civil Works*	Yes	Yes	Yes	Yes
2	Supply of Furniture^	Yes	Yes	Yes	NA
3	Supply of Heavy-Duty Metal Almirahs for Office Usage	Yes	Yes	Yes	Yes
4	Horticulture and Gardening Work	Yes	Yes	Yes	NA
5	Interior Furnishing Works^^	Yes	Yes	Yes	Yes
6	Pest Control and Anti-termite treatment	Yes	Yes	NA	NA
7	Disposal of Scrap and Waste Papers	Yes	Yes	NA	NA
8	Repairs to Deadstock Articles@	Yes	Yes	NA	NA

9	Supply of Sundry Articles@@	Yes	Yes	Yes	NA
10	Fire Fighting Installations and Equipment	Yes	Yes	Yes	Yes
11	Installation and/or maintenance of Wet/Dry Riser Fire Hydrant System	Yes	Yes	Yes	Yes
12	Supply, Installation, repair and maintenance of Porta Cabins, canopies, garden play equipment, open gym, etc.	Yes	Yes	NA	NA
13	Housekeeping/Supply of Labour	Yes	Yes	Yes	Yes
Electrical Works					
15	Electrical Installations for L.T. Supply, Switchgears/Panels etc., (Installation, Additions, Alterations & Maintenance/AMC) or Design, supply, repair and maintenance for lighting & decoration works for office/residential premises	Yes	Yes	Yes	Yes
16	Electrical Installations for H.T., Transformers/ACBs, VCBs, Cables, Repairs and Maintenance/AMC	Yes	Yes	Yes	Yes
17	Supply, installation, testing, commissioning, repairs and maintenance of CCTV system/ Purchase of DFMD/HHMD/X-Ray Baggage Scanners/Walkie-Talkie etc. and their AMCs	Yes	Yes	Yes	Yes
18	Supply, Installation, Testing, Commissioning, Maintenance and Repairs of Grid Interactive SPV based Solar Plants, solar water heater, solar geyser, and solar lights	Yes	Yes	Yes	Yes
19	Maintenance of D.G. sets up to 1000 KVA	Yes	Yes	Yes	Yes
20	Supply of SMF/Fire retardant casting batteries for UPS, Tubular batteries for DG sets, Inverters, UPS etc.	Yes	Yes	Yes	NA
21	Repairs/servicing of Domestic Water Pumps/Air -condition Plant Pumps/Submersible Pumps etc., Supply, Servicing & Maintenance of Window Air-conditioners/Split Air-conditioners/Package Units/Water Purifiers/Water Cooler/tower units/	Yes	Yes	NA	NA

	Water Heater/ Fans /Air Coolers/all types of Electrical Appliances etc.,				
22	Supply of Electrical Goods for Day-to-Day Maintenance Works such as bulbs, tube lights, CFL, LED lights including Fans, telephone instruments etc.	Yes	Yes	Yes	NA
23	Servicing & Maintenance of EPABX Systems/Telephone Wiring/Networking etc.	Yes	Yes	Yes	NA
24	Supply & Repairs of FAX, Photocopiers etc.	Yes	Yes	NA	NA
25	Maintenance / Repairs of	Yes	Yes	NA	NA
26	Supply / Maintenance / Repairs of T.V/Refrigerators/Washing Machines/Domestic items	Yes	Yes	Yes	NA
27	Maintenance of Security Alarm System and Fire Alarm System	Yes	Yes	Yes	NA
28	Supply & Maintenance of PA/Conference System	Yes	Yes	NA	NA
Miscellaneous Works					
29	Special Repairs to and Structural Rehabilitation of Banks Properties	NA	Yes	Yes	Yes
30	Supply and installation of RFID tags for fixed assets along with physical verification and reconciliation of fixed assets	Yes	Yes	NA	NA
31	Supply and Maintenance of GYM Equipment	Yes	Yes	NA	NA
32	Empanelment of Architect	Upto ₹50 Lakh			
33	Empanelment of Structural Consultants				
34	Electrical Consultant for wiring work and HT/LT work etc.				
35	Water Audit				
36	Electrical safety audit/ Lift audit				
37	Electrical Energy audit				

NA= Not Applicable

The details of various trades are as under

***General Civil Works - General Civil Works includes repairs/repainting, renovation, steel fabrication, minor structural repairs & waterproofing, plumbing/sanitary, carpentry works, glass replacement works, all types of road work and repairs of the above.**

^Supply of Furniture - Supplying of Office/Residential Furniture like, sofas, Chairs, Dining, Tables, Cupboards, etc.

^^Interior Furnishing Works - Modular Kitchen/ workstations, aluminum fabrication & minor civil works, etc.

@Repairs to Deadstock Articles - Repairs to Dead Stock Articles/Furniture like Tables, Chairs, Cupboards, Sofa, Dining, Etc.

@@Supply of Sundry Articles - Supplying of Sundry Articles like Carpets, venetian Blinds, curtains, bed sheets, roller blinds, etc

***** Contractor/Vendor can apply for one or more categories (if eligible) for empanelment.**

Note:- Application for empanelment of Contractors/ Suppliers for Civil, Electrical and Other works has to be submitted in PROFORMA-I (Page No.8 to 18) and PROFORMA-II (Page No.20 to 26) is applicable for empanelment of Architectural Services. PROFORMA III (Page No. 29 to 34) is applicable for empanelment of structural consultants.

3.The Pre-qualification criteria for enlistment of contractors/ suppliers is detailed below:

Pre-qualification criteria:

S. No.	PQ Criteria	Description	Required Documents to establish compliance to Pre-Qualification criteria
1	Duration of past experience	The vendor/Contractor should have minimum 5 years of experience of executing similar works# (during last 5 years ending August 31, 2024. Applicants should furnish their Client lists showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e. the firm/Vendor should have undertaken work in August 2019 or earlier).	a) Copy of certificate of registration/ incorporation, if any b) Copy of any work order issued in August 2019 or before and its completion certificate along with copy of TDS certificate. c) Client List, indicating details, as specified, of works carried out for them
2	Minimum value of each completed work (Qualifying)	Experience of having successfully completed similar works during last 5 years ending August 31, 2024 should be either of the following: i) Three similar completed works each costing not less than the amount equal to	a) Copy of work order b) Copy of TDS certificate c) Completion certificate, if available

		<p>40% of the upper limit of the respective category for which Enlistment is sought. [For example, Enlistment of contractors for works costing between ₹2 – ₹10 Lakh, cost of each work executed shall be minimum ₹4 Lakh (i.e. 40% of ₹10 Lakh)]</p> <p style="text-align: center;">Or</p> <p>ii) Two similar completed works each costing not less than the amount equal to 50% of the upper limit of the respective category for which Enlistment is sought. [For example, Enlistment of contractors for works costing between ₹2 – ₹10 Lakh, cost of each work executed shall be minimum ₹5 Lakh (i.e.50% of ₹10 Lakh)]</p> <p style="text-align: center;">Or</p> <p>iii) One similar work costing not less than the amount equal to 80% of the upper limit of the respective category for which Enlistment is sought. [For example, Enlistment of contractors for works costing between ₹2 – ₹10 Lakh, cost of each work executed shall be minimum ₹8 Lakh (i.e. 80% of ₹10 Lakh)]</p>	
3	Annual Turnover	<p>Should have minimum annual turnover of amount equal to 100% of the upper limit of the respective category for which Enlistment is sought during each of the last three financial year ending March 31, 2024.</p> <p>[For example, Enlistment of contractors for works costing between ₹2- ₹10 Lakhs, then the required annual turnover shall at least be ₹10 Lakh]</p>	Chartered Accountant's certificate along with supporting Financial statements of last three financial years
4	Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the Enlistment, for an amount equal to upper limit of the respective category for which Enlistment is sought.	Banker's solvency certificate
5	Registration and Licenses required	Must have valid licenses for related trades as applicable, PAN, GST, EPFO, ESIC, MSME, etc. registration with respective registering authorities. A valid registration with GeM portal is required for procurement of goods.	Copies of relevant certificate/licenses, issued by the respective authority.

Similar Works means – the details of works specified in each trade.

4. Interested Contractors/ Suppliers may collect the **Application Form from the office of Deputy General Manager, Reserve Bank of India, Estate Department, Main Office Building,1st floor, Raghavendra Rao Road, Civil Lines, Nagpur-440 001 on any working day from 19/09/2024 to 31/10/2024, during 11:00 AM to 4:00 PM**, or they may visit website <https://www.rbi.org.in> for full details and downloading the application form.

5. Already enlisted contractors/Architects/Vendors are also required to apply afresh for enlistment.

6. Interested applicants may apply for Empanelment for **single or multiple trades and either in any or all categories**. In case the applicant intends to apply for more than one trade, he/ she should submit separate applications for each trade. The applicants are required to write the name of Trade and Category for which application is submitted on the envelope containing the Pre-Qualification documents and on top of forwarding letter also.

7. The interested applicants should submit following the complete set of documents to the office of **Regional Director, Reserve Bank of India, Estate Department, Main Office Building,1st floor, Raghavendra Rao Road, Civil Lines, Nagpur-440 001 on or before 4:00 pm on 31/10/2024. The applications will be opened at 11:00 AM on the next working day.**

8. During scrutiny, if any of the applicant is found not to possess the required pre-qualification or to have submitted false/ incorrect information, his application will be liable for rejection. Applications of only those applicants who fulfill the specified Pre-Qualification Criteria and submit the required documents shall be processed further.

9. Regarding Client's certificate, for works carried out for Govt./Public Sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for private companies, Copy of TDS has to be submitted along with the client certificate for proving the credentials/contract amount. The Bank reserves the right to independently verify the client's/ Banker's reports.

10. The panel shall remain valid for **three years** from the date of coming into existence subject to periodical review of performance as specified.

11. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

12. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.

PROFORMA-I

Form of Application for Civil, Electrical and Other Works

The Regional Director
Reserve Bank of India,
Estate Department,
1st Floor, Main Office Building,
Civil Line,
Nagpur-440 001

Madam/Dear Sir,

Having read and understood the Enlistment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for enlistment in the Bank as contractor/ Supplier in the following trade(s) and category(ies):

S.No.	Application submitted for enlistment in	
	Trade (s)	Category (ies)
1		
2		
3		
4		

ii) All the information furnished under parts I, II & III of this application is correct to the best of my/our knowledge and belief. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Nagpur on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

iii) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.

iv) I/we have provided my/ our banker's details and the Banker's confidential report in the prescribed proforma.

v) I/we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished in the accompanying sheets.

vi) I/we agree that the decision of the Reserve Bank of India in enlistment of the contractors/ suppliers/Vendor shall be final and binding on me/us.

Signature _____

Name & Designation _____

Address _____

E-mail _____

Mobile/Landline No _____

Place _____

Date _____

SEAL of the Applicant

General Instructions to the Applicants:

1. The applicants are required to furnish details about their Organization, technical experience, technical personnel, spare capacity, competence and evidence of their financial standing as per the enclosed proforma which will be kept confidential.

2. A format of Client's Certificate as per [Annexure-I](#) and Banker's Certificate as per [Annexure-II](#) is attached along with the blank application form. The applicant has to obtain the said Client's Certificate for **all the qualifying works**, in terms of the pre-qualification criteria described in the notice inviting application, from his client(s) on their official letterhead in their official sealed cover and has to submit the same along with the application. Similarly, they have to obtain the said Banker's Certificate from their banker/bankers on the Bank's official letterhead in bank's sealed cover and has to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate sealed envelope.

Client's Certificate issued by a Government/Semi Government Organisation or a PSU should be signed by an official of the rank of Executive Engineer or an officer in an equivalent or higher rank and must be **supported by adequate proof of payments received by the contractor** for the work done by them. The Client's Certificate issued by the private organizations shall necessarily accompany **Tax Deducted at Source (TDS) Certificates**. Applications received without the specified certificate shall be liable for rejection. The Bank reserves the right to independently verify the submitted certificates.

The applicants who have carried out any work for any office of the RBI during past five years shall provide the details of those works (if such works are more than 5, details of at least five works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on those contracts.

3. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. **Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application.**

4. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.

5. Application containing false or inadequate information is liable for rejection.

6. Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades or any such trade which needs a license from the competent authority must submit **photocopy of**

valid license issued by appropriate authority. For specialized works such as water proofing/ refilling of fire extinguishers etc., the applicant shall submit copy of the authorized applicator/ dealer certificate, issued by the respective manufacturer.

7. While deciding upon the selection of the Contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work.

8. The performance of all the empaneled contractors shall be reviewed by the Bank at least once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:

a) Fails to respond to the call notice inviting tenders /quotations on three occasions in a period of one year or fails to execute contracts awarded.

b) Is proved to be responsible for constructional defects in two contracts awarded.

c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.

d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.

e) Fails to abide by the condition of registration/Enlistment or is found to have given false particulars at the time of registration/Enlistment.

f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.

g) Persistently violates labour regulation /rules.

9. The Bank reserves the right to reject any or all the applications.

10. Clarifications, if any, required may be obtained from the office of **Estate Department, Reserve Bank of India, Main Office Building, 1st floor, Dr. Ragvendra Rao Road, Civil Lines, Nagpur - 440 001. The contact persons are Shri Abhirup Chaudhuri, AM (Tech-Civil) – 022-2806 331, Shri Ravindra Khandelwal, AM (Tech-Electrical) – 022- 2806 334 and Shri Shivdas Rathod – 022 – 2806 332.**

I/we have read and understood all the above instructions and shall comply to the instructions.

Place:

Sign:

Date:

Name:

Seal of the applicant:

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
NAGPUR**

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL
AND OTHER WORKS AND SUPPLIERS**

Part I

Basic Information

S.No.	Application submitted for enlistment in	
	Trade (s)	Category (ies)
1		
2		
1	Name of the Organisation/applicant	
2	Address of the Organisation/applicant	
3	Type of organization (whether Proprietorship, Partnership/Pvt. Ltd/Ltd or Body Corporate etc.)	
4	Name of Proprietor/Partners/Directors in the Organization i) ii) iii)	
5	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s)/ Trade Licence(s) /GST Registration certificate/ MSMED Registration Certificate (if registered under MSMED ACT, 2006)/ESIC Registration/EPFO Registration, etc./other licenses or certificates. *	
6	Experience in the respective field of work Please, enclose documents in support. _____ Years	
7	Whether financially sound to undertake works costing upto ₹2 lakh; above ₹2 lakh and upto ₹10 lakh; above ₹10 lakh and up to ₹25 lakh; above ₹25 lakh and upto ₹50 lakh. If so, enclose Banker's Certificate (compulsory) and Income Tax Clearance Certificate/ Income Tax Assessment Order/ other IT documents.	
8	Name and address of the Bank/Bankers	

9	Year Wise Turnover of the organization for last three financial year (Kindly, enclose Audited Final Accounts in support)	1) 2021-22 2) 2022-23 3) 2023-24
10	a) Registered office address, Telephone/Mobile No & Email id b) Office address through which the work will be handled c) Details of the Contact Person (All fields are Mandatory) 1. Name 2. Designation 3. Mobile/Landline 4. Email	
11	Whether working with any of the Government/Semi-Government Undertaking/s as approved contractors and if so, furnish details.	
12	Whether any technical personnel are employed in the organization and if so, give details of their experience, qualification etc.	
13	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank	
14	Indicate if involved in any litigation, or any civil suits pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
15	Number of supplementary sheets attached for Part-I	

*Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority.

Signature of the applicant

(with seal)

Place _____

Date _____

Part II

Previous Experience

1. (a) List of Works of Higher Values Executed by the Firm during the last 5 Years

* The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided (In tabular form as per the following format)

Sr No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of the owner. (Govt./Semi Govt./Pvt. Body)	Name, Full Address & Telephone No. of the officer/architect under whom the work was carried out	Contract Amount	Completion Period		Whether the work was left incomplete or contract was terminated from either side. Give full details.	Any other relevant information including reason, if any, for delay in completion of work
						Stipulated	Actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of the Applicant

*Attach a separate sheet, if required.

(With Seal)

1. (b) List of Works of Higher Values In Hand

* The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided (In tabular form)

Sr No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of the owner. (Govt./Semi Govt./Pvt. Body)	Name, Full Address & Telephone No. of the officer/architect under whom the work was carried out	Contract Amount	Completion period stipulated	Present stage of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of the Applicant

*Attach a separate sheet, if required.

(With Seal)

PART III

List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc. (For Category ₹10 Lakh - ₹50 Lakh)

Sr No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing more than ₹____ Lakh	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

Signature of the Applicant

*Attach a separate sheet, if required.

(With Seal)

CONFIDENTIAL

Annexure – I

Client's Certificate Regarding Performance of Contractor

Regional Director,
Reserve Bank of India, Estate Department,
Main Office Building, 1st floor, Dr. Ragvendra Rao Road,
Civil Lines, Nagpur -440 001.

Dear sir,

Client's Certificate Regarding Performance of M/s

1.	Name of work with brief particulars	
2.	Agreement No.& date	
3.	Agreement amount	
4.	Date of commencement of work	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Details of compensation levied for delay (indicate amount) if any	
8.	Gross amount of the work completed and paid **	
9.	Name & address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer/overseer during execution of work?	
11.	i) Quality of work (indicate grading)	Outstanding/Very Good/ Good/Satisfactory/Poor
	ii) Amount of work paid on reduced rates, if any	
12.	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount claim	
	iii) Total amount awarded	
13.	Comments on the capabilities of the contractor	
	a) Technical Proficiency	Outstanding/Very Good/ Good/Satisfactory/Poor
	b) Financial Soundness	Outstanding/Very Good/ Good/Satisfactory/Poor
	c) Mobilization of adequate T & P	Outstanding/Very Good/ Good/Satisfactory/Poor
	d) Mobilization of Manpower	Outstanding/Very Good/ Good/Satisfactory/Poor

Note: All columns should be filled in properly, please tick one of the multiple options.

1. Signature of the Reporting Officer*with office seal

2. Countersigned With Official Seal

*Officer of the rank of Executive Engineer or equivalent.

** Supported by adequate proof of payments received by the contractor for the work done by them.

Client's report issued by Pvt. Organization shall also accompany TDS Certificates.

(Reports must be submitted in client's official sealed cover and to be addressed to the enlistment authority).

Annexure II

FORM OF BANKERS' CERTIFICATE

Regional Director,
Reserve Bank of India,
Estate Department,
Main Office Building, Civil Lines,
Nagpur -440 001

This is to certify that to the best of our knowledge and information M/s. /Shri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of ₹.....(Rupees).

This certificate is issued without any guarantee or responsibility on the Bank or any of the office ₹

(Signature)

For the Bank with Name & Seal

Note:

1. Bankers' certificate should be on letter head of the bank, sealed in cover addressed to enlistment authority – The Regional Director, Reserve Bank of India, Estate Department, Dr. Raghavendra Rao Road, Civil Lines, Main Office Building, Nagpur – 440 001.
2. In case of partnership firm, certificate should include names of all partners as recorded with the bank.

Check list for documents Submitted or Not Submitted

Sr No.	Document	Submitted (√)	Not Submitted (√)
1	Formal letter requesting enlistment in official letterhead of the applicant		
2	Duly filled in & signed Application Form		
3	Trade License/ certificate of incorporation/partnership deed		
4	Copy of PAN Card & other related Income Tax documents		
5	Copy of GST Registration		
6	Copy of MSME Registration Certificate, if registered		
7	Copy of PF Registration with Employees Provident Fund Organization (EPFO)		
8	Copy of ESIC Registration		
9	Copies of the Audited Final Accounts for last four years and A certificate issued by Chartered Accountant indicating the turnover for last four financial years		
10	Client's Certificates from clients for all the qualifying works in sealed official cover of the client. (Each certificate must accompany photocopy of TDS/ documents as a proof of payment made)		
11	Banker's certificate in sealed official cover of the bank		
12	Work Completion Certificates, if any		
13	Any other relevant certificates, (If submitted please mention the name of the certificate)		
14	Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority		

Signature of the applicant

Seal



RESERVE BANK OF INDIA
ESTATE DEPARTMENT
NAGPUR

EMPANELMENT OF ARCHITECTS

Reserve Bank of India, Nagpur invites sealed application from the firms of architects having their establishment at Nagpur or nearby places for their empanelment for the period of 3 years for planning, designing, supervising the execution etc. of various works estimated to cost upto Rs.50 Lakhs.

The Pre-qualification criteria for enlistment of Architect is detailed below:

Pre-Qualification Criteria

1	Experience	Minimum 5 (five) years in the field of architectural/interior designing works (during last 5 years ending August 31, 2024)
2	Number of Minimum works of similar nature executed	Minimum 3 (three) works of architectural/interior designing of similar nature during last 5 (five) years
3	Minimum cost of each completed eligible work	One work of architectural/interior designing of similar nature individually costing not less than Rs.40 Lakh or two works of architectural/interior designing of similar nature individually costing not less than Rs.25 Lakh or three works of architectural/interior designing of similar nature individually costing not less than Rs.20 Lakh.
4	Membership	Should be a member of the Council of Architecture, India with valid registration

PROFORMA-II

APPLICATION FORM FOR EMPANELEMENT OF ARCHITECTS

Regional Director,
Reserve Bank of India,
Estate Department,
Main Office Building, Civil Lines,
Nagpur -440 001.

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages_____to__is correct to the best of my/our knowledge and belief.

Signature :

Name & Designation :

Address :

E-mail :

Phone/Mobile No :

Place :

Date :

Seal of the Applicant

Part I -Instructions to the Applicants (Architects)

- 1.** Intending applicants are required to submit their full bio-data giving details about their organisation, experience, technical personnel in their organisation, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed proforma.
- 2.** As time is the essence of a contract, the ability and competence of the applicants to render required service within the specified time frame, will be a major factor while deciding the selection of the Architects for preparation of a panel of Architects.
- 3.** The application shall be signed by the person/s on behalf of the organisation having necessary Authorisation/ Power of Attorney to do so. Each page of the application shall be signed (copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application).
- 4.** If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.
- 5.** While filing up the application with regard to the list of works completed or on hand, applicants shall include separate sheet in the prescribed format.
- 6.** The applicant must have at least one qualified Graduate Architect (having experience of minimum 5 years in planning and designing/interior/renovation etc.) and necessary drawing office with supporting staff for being always available for consultation/furnishing required help in getting plans, sanctions, and completion certificates from the local municipal authorities. They should also have computer facilities with AutoCAD package.
- 7.** The applicant shall have to engage the services of well qualified specialists or consultants pertaining to structural, electrical, sanitary, drainage and water supply, kitchen, air conditioning, horticulture etc. wherever necessary.
- 8.** The applicant shall have registered office with not less than 50 sq. mt. carpet area with necessary equipment and supporting staff at senior and middle level and independent telephone, fax and e-mail facility at their office.
- 9.** Services to be rendered by the Architect:
 - a. to take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost.
 - b. to submit required drawing to the Local Authority and obtain approval, if required.
 - c. to nominate and instruct consultants, as and when necessary.
 - d. to prepare interior/renovation/architectural working drawings, structural drawings including design and all other drawings for various trades.

- e. to draw detailed specifications, estimates, draft tender for various trades.
- f. to submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
- g. to prepare and supply 6 sets of all drawings for execution.
- h. to visit site as and when required by the Bank.
- i. to submit Completion Drawings.
- j. any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

Note- If the scope of work includes supervision, then the Architect shall post a full time Resident Engineer and the entire responsibility for the quality of work, payment of bills and timely completion of the project rests with the Architect.

10. Applications containing false and/or incomplete information are liable for rejection.

11. Decision of the Bank in regard to selection of the panel of Architects shall be final. The Bank is not bound to assign any reasons thereof.

12. The Architect shall be selected from this panel for different work based on the fees to be quoted for specific work. While selecting, preference will be given for local Architects. Such selected architects shall be required to execute an agreement with the Bank in the prescribed proforma as and when directed to do so by the Bank. The Bank reserves its right to appoint any Architect from outside the panel in case of requirement.

13. The empanelment shall be valid for a period of **three years**.

I/We have read the various items and conditions and the same are acceptable to me/use.

List of Enclosures:

- 1.
- 2.
- 3.
- 4.

Place:

Signature of the applicant with full address:

Date:

Part II - Information to be furnished by the Applicant

Name and registered office address	
Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc.	Attach a separate Sheet
Names, qualification and experience of all technical personnel in the firm.	Details to be furnished in the prescribed proforma (Statement I).
Whether registered as a member of Indian Institute of Architects or Council of Architecture? Details thereof.	If so, state and attach a copy of certificate.
Details of experience as practicing Architects.	
Important large projects executed during last 5 years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed along with phone number.	Details to be furnished in the prescribed proforma (Statement II).
Works on which the firm is engaged at present and their estimated cost (stages of work viz. Planning and Construction). The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed proforma (Statement III).
Name and full address of the banker/s of Architect.	
List of meritorious awards if any.	
Availability of computer facilities with AutoCAD package.	
Office area available	
Telephone Number	
E mail address	

Note: The jobs undertaken by the firm will be inspected and clients will be approached by the Bank for their report and this will be taken into consideration while selecting the panel.

Place:
Date:

Signature of the applicant
with full address & Office
Seal.

Statement I

List of technical/ professional/ skilled personnel, giving their technical qualifications, experience (including that in the present organization). Statement should also show the administrative staff available in the organization.

Sl No	Name	Age	Qualifications	Consultancy Experience in years	Nature works handled	Name of the Projects handled with cost details	Date from which employed in the present organization	Indicate special experience, if an

Mention other points, if any to show technical and managerial competency to indicate any important point in your favour.

Place:

Date:

Signature of the applicant
with full address & Office
Seal

Statement II

List of important projects executed by the firm during last 5 years.

Note Separate sheet to be furnished for different projects viz. (a) Office Building (b) Residential and (c) commercial buildings like hospital, factory, cinema theatre etc.

SI No	Name of the Project location	Nature of work involved in the contract (e.g residential, offices renovation work etc.)	Name of the owner, with full address with contact person name with phone numbers.	Cost of the project in lakhs	Completion period		Any other relevant information.
					Stipulated	Actual	

Place:

Date:

Signature of the applicant
with full address & Office Seal.

Statement III

List of Important Projects on hand being executed by the firm.

Note: Separate sheet to be furnished for different projects viz. (a) Office Building (b) Residential and (c) Commercial buildings like hospital, factory, cinema theatre etc.

SR. No	Name of the Project location	Nature of work involved in the contract (e.g residential, offices renovation work etc.)	Name of the owner, with full address with contact person name with phone numbers.	Cost of the project in lakhs	Completion period		Any other relevant information.
					Stipulated	Actual	

Place:

Date:

Signature of the applicant
with full address & Office Seal.



RESERVE BANK OF INDIA
ESTATE DEPARTMENT
NAGPUR

EMPANELMENT OF STRUCTURAL CONSULTANTS

Reserve Bank of India, Nagpur invites sealed application from the firms of structural consultants having their establishment at Nagpur or nearby places for their empanelment for the period of 3 years for evaluation, repair, rehabilitation and retro fitting works estimated to cost upto Rs.50 Lakhs.

The Pre-qualification criteria for enlistment of structural consultant is detailed below:

Pre-Qualification Criteria

1	Experience	The consultant/consulting firm shall have minimum prior experience of ten years in evaluation, repair, rehabilitation and retrofitting consultancy (during last 10 years ending August 31, 2024). Out of 10 years, minimum five years should be in rehabilitation/retrofitting work.
2	Number of Minimum works of similar nature executed	Minimum 3 (three) works of evaluation, repair, rehabilitation and retrofitting consultancy during last 5 (five) years
3	Minimum cost of each completed eligible work	One work of structural repair/rehabilitation/retro fitting costing not less than Rs.40 Lakh or two works of structural repair/rehabilitation/retro fitting individually costing not less than Rs.25 Lakh or three works of structural repair/rehabilitation/retro fitting individually costing not less than Rs.20 Lakh.
4	Technical Expertise	<p>The consultant/consulting firm shall have at least one personnel with Structural Engineers (Masters) and with minimum experience of ten years (out of which minimum five years should be in rehabilitation/retrofitting work).</p> <p>In addition, the consulting firm should have minimum two personnel with Degree/Diploma in civil engineering and minimum five years of experience in rehabilitation work. They should also have the experience in devising the repair scheme, estimating costs, drafting specifications, preparation of</p>

		<p>necessary documents and drawings, supervising the work being executed including certification.</p> <p>The consulting firm should have prior experience and capability of undertaking seismic retrofitting of RC buildings with reanalysis of as built structures (using necessary software) using the guidelines of ITTGSDMA.</p>
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PROFORMA-III

APPLICATION FORM FOR EMPANELEMENT OF STRUCTURAL CONSULTANTS

Regional Director,
Reserve Bank of India,
Estate Department,
Main Office Building, Civil Lines,
Nagpur-440 001.

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief.

Signature :

Name & Designation :

Address :

E-mail :

Phone/Mobile No :

Place :

Date :

Seal of the Applicant

Part I -Instructions to the Applicants (Structural Consultants)

Intending applicants are required to submit

- (i) Details of the Head Office and Branch/Regional Offices along with contact details
- (ii) Educational Qualification and work experience of all engineers and staff
- (iii) List of rehabilitation works executed as consultant in the past along with work orders and assignment completion certificates.
- (iv) List of analysis and design software useful in rehabilitation works, available with the agency
- (v) Statement I, II and III duly filled up

2. As time is the essence of a contract, the ability and competence of the applicants to render required service within the specified time frame, will be a major factor while deciding the selection of the structural consultants for preparation of a panel of structural consultants.

3. The application shall be signed by the person/s on behalf of the organisation having necessary Authorisation/ Power of Attorney to do so. Each page of the application shall be signed (copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application).

4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.

5. While filing up the application with regard to the list of works executed or on hand, applicants shall include separate sheet in the prescribed format.

6. Applications containing false and/or incomplete information are liable for rejection.

7. Decision of the Bank in regard to selection of the panel of structural consultants shall be final. The Bank is not bound to assign any reasons thereof.

8. The structural consultant shall be selected from this panel for different work based on the fees to be quoted for specific work. While selecting, preference will be given for local structural consultants. The Bank reserves its right to appoint any structural consultant from outside the panel in case of requirement.

9. The empanelment shall be valid for a period of **three years**.

I/We have read the various items and conditions and the same are acceptable to me/use.

List of Enclosures: 1.

2.

3.

4.

Place:

Signature of the applicant with full address:

Date:

Statement I

List of technical/ professional/ skilled personnel, giving their technical qualifications, experience (including that in the present organization). Statement should also show the administrative staff available in the organization.

SI No	Name	Age	Qualifications	Consultancy Experience in years	Nature works handled	Name of the Projects handled with cost details	Date from which employed in the present organization	Indicate special experience, if an

Mention other points, if any to show technical and managerial competency to indicate any important point in your favour.

Place:

Date:

Signature of the applicant
with full address & Office
Seal

Statement II

List of important projects executed by the firm during last 10 years.

Note Separate sheet to be furnished for different projects viz. (a) Office Building (b) Residential and (c) commercial buildings like hospital, factory, cinema theatre etc.

SI No	Name of the Project location	Nature of work involved in the contract (e.g residential, offices renovation work etc.)	Name of the owner, with full address with contact person name with phone numbers.	Cost of the project in lakhs	Completion period		Any other relevant information.
					Stipulated	Actual	

Place:

Date:

Signature of the applicant
with full address & Office Seal.

Statement III

List of Important Projects on hand being executed by the firm.

Note: Separate sheet to be furnished for different projects viz. (a) Office Building (b) Residential and (c) Commercial buildings like hospital, factory, cinema theatre etc.

SR. No	Name of the Project location	Nature of work involved in the contract (e.g residential, offices renovation work etc.)	Name of the owner, with full address with contact person name with phone numbers.	Cost of the project in lakhs	Completion period		Any other relevant information.
					Stipulated	Actual	

Place:

Date:

Signature of the applicant
with full address & Office Seal.