



(Sponsored by Syndicate Bank)
A Govt. of India Undertaking

Head Office: Ram Ganga Vihar Phase: II
Moradabad 244 001 (U.P)
Telefax: 0591-2455177 0591-2455180
Telephone : 0591 – 2455179,180,177
e-mail: info@prathamabank.org
securityofficer@prathamabank.org

EMPANELMENT OF ELECTRICAL SAFETY CONSULTANTS

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ELECTRICAL SAFETY CONSULTANTS

Prathama Bank invites sealed applications from reputed Electrical Engineers registered with Public Sector Banks/Regional Banks/PSUs, having adequate work experience in Electrical and Electronics categories for short listing and empanelling suitable engineers/firms to conduct electrical safety audit/ electrical planning/consultation for the branches/offices of the bank located in Moradabad, JP Nagar, Rampur and Sambhal districts of Uttar Pradesh. Bank reserves the right to accept or reject any or all the application without assigning reasons thereof. The empanelment would be initially for a period of two years, which may further be renewed for a maximum period of another two years at the sole discretion of the bank, based upon the performance and discipline of the electrical consultants. Please go through the entire proposal document thoroughly and submit the required information. Important details are as follows:

Reference No.	PBHO/SEC/001/2018 DT 13.03.2018
Empanelment documents/Application can be had from Prathama Bank Head Office/website	Prathama Bank Head office, Ram Ganga Vihar Phase II, Moradabad Website - www.prathamabank.org
Date of commencement of proposal	14.03.2018
Last date and time for receipt of bids/applications	09.04.2018 02:00 p.m.
Date of evaluation of application and technical bid	09.04.2018 03:00 p.m.
Venue	Prathama Bank Head office, Ram Ganga Vihar Phase II, Moradabad
Cost (Not refundable)	Rs. 1000.00 (one thousand only)
Ernest Money Deposit	Rs 25,000/- (Twenty five thousand only)
Address for communication	General Manager, Prathama Bank Head office (Security Cell) Ram Ganga Vihar Phase II Moradabad

The eligible and interested Electrical Engineers to provide services as Electrical Safety Consultants may collect the “**document for empanelment**” from the following office by paying non-refundable fee of Rs. 1000/- (One thousand only) by way of Demand Draft favoring “**Prathama Bank, payable at Moradabad.**”

Alternatively, the document can also be downloaded from the website of the bank www.prathamabank.com and the document fee of Rs.1000/- as detailed above may be submitted along with the duly filled in document in the form of DD. The document submitted without the prescribed fee will summarily be rejected.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as ‘Application for EMPANELMENT of ELECTRICAL SAFETY CONSULTANT’ and **shall be submitted on or before 09.04.2018 up to 2 pm to:**

**PRATHAMA BANK,
SECURITY CELL,
PRATHAMA BANK HEAD OFFICE,
RAMGANGA VIHAR PHASE II MORADABAD (UP)**

A. Scope of the Work

The services of the **Electrical Safety Consultants** will be used for planning and execution of the electrical works for the Bank branches/offices like internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaison with state Electricity Board etc. including finalizing specifications of electrical equipments like Generators, UPS, ACs, Transformers and other allied items. Generally, the routine electrical works are monitored by the Bank's officers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required. Applicants may note that most of the branches of the bank are located in rural and remote areas.

B. Eligibility Criteria

1. The applicant should be a graduate in Electrical Engineering with minimum 5 years of experience in the respective field preferably with PSUs/Public Sector Banks/Regional Rural Banks as on 31.03.2018.
2. Should have experience in planning, designing and supervision of electrical works like office electrification works / LT/HT substation installation works/ generators/motors/UPS/ lifts/ etc. including air-conditioning works using split/ductable splits/packages.
3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs 5.0 lakhs.
4. Should be an assessee of Income Tax.
5. Should have solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs 5.0 Lakh.

The applicants those qualify in the technical evaluation will be considered for further process. For this purpose, applicants shall submit copies of relevant documents/ certificates / Challan / receipts/ documentary proofs along with the application/EOI. The applicants not conforming to any of these criteria will not qualify for empanelment or short listing unless any of the eligibilities is waived or relaxed by the Chairman, Prathama Bank.

C. GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS;

Expression of Interest (EOI)/Application as per **Annexure I**, complete in all respects can be submitted along with cost of application Rs.1000/- (Non-Refundable) and Rs 25,000/- as Earnest Money Deposit by way of DD/ Pay Order in favour of **Prathama Bank, Moradabad** latest by **02:00 pm on 09.04/2018** in a sealed envelope. The EMD of empanelled bidders will be kept as Security Deposit with the Bank for the period of empanelment. The EMD of unsuccessful bidders/not meeting the required criteria shall be returned within three months from the date of opening the applications. No interest will be payable on the amount of EMD. The technical bid shall contain the details as per **Annexure II** along with copies of all the required documents/proof. The applicant must fill and sign application form along with supporting documents, failing which the application is liable to be rejected. The applications received late, without EMD or without application fee would be rejected.

1. The complete document as detailed above, should be submitted by the intending applicants within the stipulated date and time. The details of the applicants and their experience shall be furnished in the prescribed format only. If the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. The Applicant or their authorized representative shall duly sign each page of the document.
2. 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.
3. 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.

4. 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.

5. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certificate of incorporation, Memorandum of Articles / Association shall accompany the application.

6. The evaluation will be based on the information provided in technical bid/experience of the consultants and the work executed by them and may also include inspection of the works furnished by them. Based on the details furnished, inspection of works and eligibility criteria the electrical safety consultants will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and no correspondence will be entertained in this regard. The empanelled consultant will be informed by post.

7. 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.

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

9. The General Manager, Prathama Bank reserves all rights to:

- a) Accept or reject the application either in whole or in part.
- b) Reject any or all the applications partially or wholly.
- c) Cancel or withdraw this proposal of offers at any stage.
- d) Accept or reject any deviation from these conditions.
- e) Credential of all the applications will be examined by our own panel of officers. Their recommendations / decisions will be final.

D. No Erasures or Alterations

The application for empanelment including technical details must be completely filled up in all respects. Corrections or alterations, if any should be duly authenticated.

E. Opening of EOI/Bids

The technical bid shall be opened in the office of the General Manager, Prathama Bank at **03:00 pm** on **09.04.2018** in the presence of the applicants and/or their authorized representatives who may be present at the time of opening the applications/offers. If the date of opening happens to be a holiday due to unforeseen reasons, the offers will be opened on the next working day at **11.00 am**. No separate intimation will be sent for pre bid meeting/ opening of technical bid. The technical bids will be opened at the time and date stipulated above in the presence of the bidders or their representatives. Such bids for which bidders or their representatives are not present will not be opened and will be rejected.

F. Evaluation Process

a. Stage I (General Evaluation)

The applications incomplete in any respect or not accompanied by the mandatory documents i.e. as mentioned above or without cost of application or EMD shall be rejected. **If any applicant/ representative fail to be present at the stipulated date and time, the bid submitted by such applicant will not be opened and shall be rejected without any intimation to the applicant.**

b. Stage II (Evaluation of technical bid)

Offers/applications will be evaluated against the stipulated minimum eligibility criteria based purely on valid proofs of documents submitted by the applicants. Offers complying with the eligibility criteria shall be selected in technical evaluation. Evaluation and empanelment will be done by a panel of officers based on the criterion mentioned in this document.

G. Depanelment / Termination of services

In case of breach of any/or more of the conditions, or if, the services provided by the consultant are found not satisfactory during period of the empanelment, the services of the consultants can be terminated/ depanelled by giving a short notice of seven days and also disqualifying them for participating in the future empanelment. The unexecuted work assigned to such consultants before depanelment will be withdrawn.

H. **Settlement of Disputes**

The authority for acceptance of the application will rest with the General Manager, Prathama Bank who does not bind himself to accept any application or undertake to assign reasons for declining to consider any particular application/s. In the event of there being any dispute or difference arising between the parties the same shall be referred to the Chairman Prathama bank whose decision shall be final and binding on both the parties.

All disputes shall be subject to the jurisdiction of the Courts at Moradabad only.

Date: 13.03.2018

General Manager

Annexure I
(Part A)

Expression of Interest (Offer)

Date:

To
The General Manager
Prathama bank
Ram Ganga Vihar Phase II
Moradabad UP

Dear Sir,

Re: Expression of Interest for Empanelment as Electrical Safety Consultant

I/We hereby offer my/our application to be empanelled as Electrical Safety Consultant for providing services to the various premises of BANK, in the Moradabad, Rampur, JP Nagar and Sambhal districts.

I/We am/are aware that the empanelment does not guarantee any work order. In the event of getting empanelled, I/We agree to honor the obligation with due diligence and efficiency as required by the BANK.

I/We also understand that mere filling the application form does not automatically qualify us for being empanelled. We also agree to BANK's right to reject my/our application/bid at any stage without assigning any reason thereof.

I/We agree to all the terms and conditions of the notice.

I/We also agree that the bank may amend/alter/waive any of the conditions mentioned in the notice at any stage of the empanelment process.

Thanking you,

Yours faithfully,

Signature and Seal of the applicant
Address:

Annexure I
(Part B)

APPLICATION FORMAT

1. Name & address of the applicant
Telephone No.
 - a) Status of the firm (Whether company/Partnership/ Proprietary)
 - b) Name of the Proprietor/Partners/Directors (With professional qualifications)
 - I)
 - II)
 - c) Year of establishment
2. Whether registered with registrar of Companies/firm. If so, No. and date
3. Registration with tax authorities
 - a) Income tax No. PAN/GIR No.
(Furnish copies of income tax returns)
4. Names of the bankers with address
(Enclose solvency certificate from bankers)
5. Turnover of the company/firm (please attach the copy of audited balance sheet and profit and loss account for three years).

Sl.No	Year	Turnover
1	2014-15	
2	2015-16	
3	2016-17	

6. Details of empanelment with government/public sector/ Regional banks

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

7. The fields of activities/specialization. Mention the fields on preferential basis.

1)

2)

3)

11. Key personnel permanently employed in your organization

Sl.No	Name	Qualifications	Experience	Particulars of the work done	Employed in the company since	Any other

12. Furnish the names of the three responsible clients with address and telephone number who will be in a position to certify about the quality and past performance of your work.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

13. Furnish the details of the litigation/Arbitration cases pending against you, if any

14. Furnish details if blacklisted by any client/organization in past 10 years

DECLARATION:

1. All the information furnished by me/ us here above is true 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 the PRATHAMA BANK in selection of applicant 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.
5. I/ We agree that this application does not entitle us automatically for being empanelled / short listed for the purpose as cited above.
6. I/We understand that the General Manager Prathama Bank reserves the right to reject our application without assigning any reason thereof at any stage and we agree to this.

The information given by us is true to the best of our knowledge.

Place:

Date:

SIGNATURE & NAME OF THE APPLICANT

Annexure – II

BRIEF DETAILS OF THE CONSULTANT (Technical bid)

With reference to your advertisement, required details are as under:

General Details		Details	Proof Attached
1.	Name of the Engineer/firm /company		
2.	Professional qualification		
3.	Constitution (Company/Firm/Proprietorship)		
4.	Year of Establishment		
5.	Name of the Directors/Partners/Proprietors, & their PAN		
6.	Whether registered with the Registrar of Companies / Firms or Proprietor. If so, mention No. & date (Documentary Proof Necessary) Furnish also copy of relevant Certificates / Deeds.		
7.	Whether registered in the panel of other Organizations / Statutory Bodies such as PSU, Bank, Government Bodies, etc. Furnish their names, category, date of Registration and Proof.		
8.	No. of Clients. (Enclose List).		
9.	Quality Certification like ISO Certificate. (Enclose the copy, if any)		
10.	Annual Turnover Rs.		
11.	Any other documents you wish to attach		
Technical Details			
1.	Address & Phone No. of Principal office (attach proof)		
2.	Whether an assessee of Income Tax. If so mention PAN / TAN. Furnish copies of IT Return for last 3 years & PAN Card.		
3.	Audited Balance Sheet of the last three Financial Years		
4.	Whether Registered under Shops and Establishment Act, Reg No.		
5.	Whether registered with EPFO. Date of registration and proof.		
6.	Whether registered with ESIC. Date of registration and proof.		
7.	Whether registered for GST. If so, mention number and date. Furnish copies of relevant certificate.		
8.	Continuously in business of electrical consultancy, since		
9.	Training Infrastructure. Give details.		

Date:

Place:

Name & Signature