

## Request for Proposal (RFP)

Empanelment of Architects and Contractors for Furnishing, Electrical,  
Air conditioning for Branches, ATMs and offices

of

UNION BANK OF INDIA

under Regional office Azamgarh

ROAZM: OPRN:EMP:18526:2024-25

Dated 15<sup>th</sup> April 2024

Regional Office,  
328-Civil Lines  
Above Marbel Palace, Azamgarh  
Uttar Pradesh- 276001

NOTE: This document contains 20 pages including this cover page

## 1. REQUEST FOR PROPOSAL

1.1. Empanelment of Contractors for Branches, ATMs and offices of Union bank of India under Azamgarh Region under following categories

- 1.1.1. Furnishing work (including civil repairs including new work, structural rehabilitation of building, sanitary and plumbing, waterproofing)
- 1.1.2. Electrical work including repairs
- 1.1.3. Air conditioning (installation, servicing and Annual Maintenance contract {AMC})
- 1.1.4. Architects.

Nature of works	Vendor Category	Experience Eligibility	Empaneled history	Office Availability	Turnover
Furnishing	C (Up to 5 lakhs)	5 Years	Not required but vendor has to show previous work reports	Azamgarh and adjacent districts	As per the category
	B (Up to 15 lakhs)	5 Years	Empaneled in any two PSU/Govt/Semi Govt institution	Varanasi Zone of UBI and Lucknow district only	As per the category
	A (Up to 40 Lakhs)	7 Years	Empaneled in at least 2 PSU/ Govt organization	Varanasi Zone of UBI and Lucknow district only	As per the category
Electrical	C (Up to 5 lakhs)	5 Years	Not required but vendor has to show previous work reports	Azamgarh and adjacent districts	As per the category
	B (Up to 10 lakhs)	5 Years	Empaneled in any two PSU/Govt/Semi Govt institution	Varanasi Zone of UBI and Lucknow district only	As per the category
	A (Up to 20 Lakhs)	7 Years	Empaneled in at least 2 PSU/ Govt organization	Varanasi Zone of UBI and Lucknow district only	As per the category
Air Conditioning	Up to 20 Lakhs	5 Years	Empaneled in at least 2 PSU/ Govt organization	Varanasi Zone of UBI	As per the category
Architect	-	5 Years	Empaneled in at least 2 PSU/ Govt organization	Varanasi Zone of UBI and Lucknow district only	As per the category

1.2. Union Bank of India, Azamgarh Regional office invites sealed application forms (**Technical bids**) from reputed vendors having not less than 5 years of experience of the work for which empanelment is sought, for empanelment of Architects and Contractors under above mentioned 4 categories for **Branches, ATMs and offices Of Union Bank of India under Regional office Azamgarh** and fulfill all Mandatory conditions/requirements mentioned in

this tender document.

1.3. Please note:- Azamgarh Region will consists of all the branches, ATMs and Admin offices of Union Bank of India spread over Azamgarh District and herein after will be referred as Azamgarh Region.

1.4. Separate Application forms along with tender Fee as described in para 1.5 is to be submitted by the vendor for empanelment under each category. If the vendor submits more than one application in single bid or does not submit tender fee for each category, the bid will be summarily rejected. e.g. vendor applying for Electrical and Furnishing work has to submit two different applications in two separate envelops with separate Tender Fee. The contractor should clearly mention the name of work for which empanelment is sought, on the Envelope itself.

1.5. RFP Forms can be downloaded from bank's website or can be collected from Regional office Azamgarh on any working day during office hours and can be submitted along with the Technical bid and Tender cost of Rs 500/- per work/per bid (Non-Refundable) by way of Demand Draft/ Pay Order favoring Union Bank of India payable at Azamgarh.

Date of commencement of issue of RFP	18.04.2024
Last date for submission of RFP	08.05.2024 Up to 3.00 PM
Opening of Technical bid	08.05.2024 at 3.30 PM

1.6. In case of any unexpected interruption due to events beyond control of the tender committee, the process interrupted will be continued on the subsequent working day at the scheduled time.

## TENDER NOTICE

- 1.7. SUBJECT: Empanelment of contractors for Furnishing work (including civil repairs including new work, structural rehabilitation of building, sanitary and plumbing, waterproofing), Electrical work including repairs, Air conditioning (installation, servicing and Annual Maintenance contract {AMC}), and Architects.
- 1.8. Sealed Applications are invited by Union Bank of India, Regional Office, 328-Civil Lines, Above Marbel Palace, Azamgarh, Uttar Pradesh - 276001
- 1.9. The contractors shall be empaneled for Azamgarh Region for duration of 3 years from the date of completion of process and will be informed through empanelment letter from the bank.
- 1.10. The Empanelled vendors will be participating in Tenders/quotations for works as and when required by the bank. Close tenders will be asked from vendors through publication of Tenders on Bank's website or by asking quotations for which the decision of Bank will be final.
- 1.11. Merely participating in Empanelment process or getting empaneled under Azamgarh Region does not qualify the vendor to claim work. All rights in this regard will on the discretion of the bank.
- 1.12. The Firms are required to complete form of application as per format given in this document and sign each page of application before submission. The completed set is to be enclosed in a sealed envelope addressed to :

**The Chief Manager (Operations)  
Union Bank of India,  
Regional Office, 328 Civil Lines  
Above Marbel Palace  
Azamgarh - 276001**

- 1.13. The Tenders will be received up to **3.00 PM on 08.05.2024**.
- 1.14. The Tender is to be submitted in **a sealed Envelopes** super scribing with 'Application for Empanelment of Contractor for Furnishing/ Electrical/Architects/Air conditioning/(strike out whichever is not applicable) for branches/ ATMs/ Offices under Azamgarh Region'.
- 1.15. Tender document should contain complete application form with all the relevant information (Bio-data, General conditions, warranty clause, detailed terms & conditions, feedback forms and copy of work orders in support of Experience, duly signed on each page along cost of the Tender Document. **No information regarding price is to be given in Technical bid.**
- 1.16. Tenders without Pay Order/ Demand Draft shall be summarily rejected. In case of bidders are registered with NSIC, they are eligible for waiver of Tender document cost, However, they need to provide valid NSIC Certificate clearly mentioning that they are registered with NSIC under single point registration scheme. For claiming relaxation under NSIC category, bidders have to produce original NSIC registration certificate at the time of opening of Technical bids.

- 1.17. No Tender will be received after the expiry of the time & date notified for receiving tenders, under any circumstances whatsoever.
- 1.18. The Tender will be opened at **15.30 hours** on 08.05.2024 at above address in the presence of authorized representative of contracting agency. No separate intimation/ correspondence will be sent in this regard.
- 1.19. The Tender shall remain valid for acceptance for a period of **120 days** from the notified last date of Tender submission.
- 1.20. **The Bank reserves the right to accept / reject the lower or any or all tender received without assigning any reasons thereof.**
- 1.21. Bank reserves all the right to shortlist the vendors based on their quality, quantity, period in business, infrastructure, supervision, locations, business, after sales, Feedback etc. etc. The Bank reserves the right to empanel/shortlist top rated/scoring one or more vendors at Banks' discretion. At any point of time if the services of the vendor are found not satisfactory, Bank reserves all rights to de empanel the contractor. No request in this regard will be entertained under any circumstances.
- 1.22. All Tenders in which any of the prescribed **conditions are not fulfilled or incomplete in any respect are liable to be rejected.**
- 1.23. **This Tender Notice shall form part of the contract documents.**
- 1.24. Azamgarh region i.e. Azamgarh District having large geographical area and branches/ATMs are widely dispersed. The requirements mentioned above pertain to the entire region and not to the particular centre where RO is located.
- 1.25. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.
- 1.26. If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper.
- 1.27. Decision of the Union Bank of India regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post/email.
- 1.28. Intending contractors are requested to read carefully before filling the particulars in the pro forma.
- 1.29. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment can be cancelled immediately.
- 1.30. Where copies are required to be furnished, these should be certified copies.
- 1.31. Application form is not transferable.
- 1.32. Bank at its own discretion may award AMC of selected equipments (air-conditioning etc) to empanelled vendors by asking sealed quotations from Empanelled vendors.

## 2. ELIGIBILITY CRITERIA FOR SHORT-LISTING:-

For Empanelment of contractors following criteria shall be applied. For this purpose Applicants shall submit proof of documents along with the Tender. Vendors not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment.

### 2.1. GENERAL CRITERIA

- 2.1.1. Contractor applying for empanelment should be either registered companies or registered partnership firms or Registered Proprietorship firm. (attach proof)
- 2.1.2. Firm should be **in the business (for the work applied for) for not less than 5 years.** Working experience of individual/ proprietor as an employee with other firm shall not be considered valid for counting of total work experience. Working experience will be counted in the particular work for which empanelment is sought. Working experience in another work will not be considered valid for counting of total work experience.
- 2.1.3. Firm should be empanelled and providing services to at least two PSU banks for at least 3 years. Work order for the concerned work (for which empanelment is sought) should be submitted along with Tender document for verification of the same.
- 2.1.4. Bank does not compromise on quality of products and expect good quality product and material to be used by the contractor. If any adverse feedback is received to the bank, Bank reserves all rights to de-empanel the vendor from Empaneled list of Azamgarh Region. All products supplied to bank should be supplied under warranty clause and the contractor will be liable for any defects arising in Warranty period at own cost.
- 2.1.5. Firms should have Income Tax PAN, TIN No (Attested copies of pan card, TIN No and latest Income tax return to be submitted)
- 2.1.6. Firms should have Registration under Shops & Establishments Act under Uttar Pradesh. (Attested copy of certificate to be submitted)
- 2.1.7. Firm must have at least one of its working office in Varanasi Zone (Eastern UP area only) (Submit valid proof of office address on the name of firm).
- 2.1.8. Firms shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/Manufacturer/ Dealer by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm to be submitted along with the tender).
- 2.1.9. Firms should submit an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal. If at any later stage it comes to the notice of Bank that the firm is blacklisted by any of the Govt. Authority or PSUs/PSBs, the contract with the firm will be terminated.
- 2.1.10. Firms should have registration No for payment of Goods and service tax (GST) (copy of GST registration is to be submitted)

2.1.11. Firms should have made Operating profit in each of the previous 3 financial years (attach audited Balance sheet of last 3 years)

2.1.12. For empanelment of Architects minimum experience required is 5 years in execution of similar kind of works in PSU Banks.

2.1.13. The Architects should be member of Institute of Architects/Council of Architects/Institution of Engineers or any other professional institute (submit proof).

2.1.14. In partnership architect firms, all the partners should be qualified Architects only (submit proof).

2.1.15. For empanelment under Furnishing, Electrical and Air conditioning category, atleast two Feedback Performa from PSU Banks/Govt organizations preferably from Uttar Pradesh state as per Annexure 4 is to be submitted by the firm on the specified format only. No deviation/alteration will be accepted in the format. The feedback should be signed by the departmental Head of the concerned department only. Non submission of two feedbacks Performa will render zero marks in Para 8 of Prequalification criteria (annexure 3). If negative feedback is reported on Feedback performa, the bid will be summarily rejected. No request/consideration in this regard will be entertained.

#### 2.1.16. CRITERIA FOR PREQUALIFICATION

Firms (Furnishing/Electrical/Air conditioning) will self assess themselves as per **Annexure 3** of this document. For Architects self assessment will be done as per Annexure 5. Supporting documents in respect for each point of Pre qualification table should be submitted along with Tender document. Firms, scoring more than 70 points, will only be considered for Technical evaluation. Criteria mentioned above are just minimum requirement. The **Bank at its discretion may upgrade/downgrade the criteria**. No complaint on this account will be entertained under any circumstances.

#### 2.1.17. SOLVENCY CERTIFICATE

The Firm applying for Furnishing, Electrical and Air conditioning tenders should enclose Solvency Certificate of the Value not less than 30 % of the estimated cost/category for which he is applying. The solvency Certificate should not be older than six months from the date of submission of the tender.

### 3. TERMS OF IMPLEMENTATION

Bank reserves all rights to communicate with the bidder by any media like Email, mail etc. Emails will be considered valid mode of communication with the Bank. The firm shall be liable to complete the work within 45 days from the date of award of work order (or dates as extended by the Bank). If the firm fails to complete the assigned work within stipulated time, penalty @ 1% of the work order per day, subject to ceiling of max 15 % shall be deducted from the bills. If the firm delays the work for more than 15 days, Bank reserves all rights to cancel the work order, award penalty @ 15 % of work completed and will de empanel the firm from empanelled list. The work will subsequently be awarded to next bidder as per bank guidelines. No request in this regard will be entertained.

### 4. RETENTION MONEY

Retention money at 10 % of total work order will be held with the bank for defect liability period (minimum one year) and will be released only after completion of Defect liability period on vendor's request.

5. The bid shall contain no erasures or over writing except as necessary to correct errors made by the bidder, in which case such corrections shall be authorized by the person or persons signing the bid.

Complete bid along with all the required proofs should be handed over in sealed cover, as mentioned to :-

The Chief Manager (Operations),  
Union Bank of India,  
Regional Office, 328-Civil Lines  
Above Mabel Palace  
Azamgarh - 276 001

Tenders which are not in sealed covers will not be accepted.

## 6. EVALUATION CRITERIA

- 6.1. The Technical offer (TO) should be complete in all respects and contain all information asked for in this document.
- 6.2. Firm shall submit letter of undertaking on company letter head as per annexure 1 of this document
- 6.3. Firm shall submit detailed bio data of the firm as per Annexure 2 of this document.
- 6.4. Firm shall submit detailed self assessed prequalification criteria as per annexure 3 of this document and as mentioned in para 2.1.16. All documents in support of the prequalification criteria should submit in the tender document. If the firm fails to submit any document in support of any Prequalification criteria as per Annexure 2, least marks in that particular criteria will be considered for evaluation. Refer para 2.1.16 for requirement of minimum marks for qualification in Technical bids.
- 6.5. Firm applying for Furnishing, Electrical, Air conditioning and Architect category shall submit at least two feedback Performa only from PSU Banks/Govt. organizations preferably from Gujarat state as per annexure 4 of this document and as per para 3.1.15. Firm applying for other categories should submit feedback from at least 2 PSU Banks/Govt. organizations with name, address, email and phone no of Recommending officer mentioned on feedback forms. Feedback forms without the contact details of Recommending officer shall not be considered as valid.
- 6.6. The Technical bid must be submitted in an organized, numbered and structured manner (spiral binding will be appreciated). No brochures/leaflets etc. should be submitted in loose form.



6.7. **Bank reserves the right to reject an offer under any of the following circumstances:**

- 6.7.1. Document/RFP cost Rs 500/- per system is not submitted.
- 6.7.2. The bidder doesn't have office in Azamgarh Region.
- 6.7.3. Offer is incomplete and/or not accompanied by all stipulated documents.
- 6.7.4. Offer is not in conformity with the terms and conditions stipulated in this document.
- 6.7.5. Specifications stipulated in RFP are not met with. However, deviations resulting in higher/superior configuration will be accepted.
- 6.7.6. Or If found that the information provided in the offer is bogus/False.
- 6.7.7. Acceptance of Terms and Conditions as per Annexure-I is not submitted.
- 6.7.8. Declaration that the Firm is not blacklisted by any Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal is not submitted.
- 6.7.9. If the firm scores less marks in Prequalification criteria (Annexure 3).
- 6.7.10. Solvency Certificate is not submitted in accordance with para 2.1.17.
- 6.7.11. Self Attested Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor. **If the number of vendors qualifying the eligibility criteria of bank as per this document is less than 5, bank reserves all rights to relax the eligibility conditions.**

7. **OPENING OF OFFERS AND PRE BID MEETINGS:**

8. **EVALUATION PROCESS**

Offers (Tenders) will be evaluated in the following stages:

8.1. Stage I

Opening of all received applications by Tender opening committee as per date mentioned in this document in front of Bidders/Representatives of bidders.

8.2. Stage II

Incomplete Offers, i.e., offers not accompanied with Tender cost shall be rejected.

8.3. Stage III

Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the PSAs. Offers not complying with the eligibility criteria will be rejected.

#### 8.4. Stage IV

Short-listing of firms based on proof documents submitted, site visits by the Bank's officials and satisfactory feedback from reference sites.

#### 8.5. Stage V

Issue of Empanelment letters to all successful firms up to this stage.

### 9. TERMINATION FOR INSOLVENCY:

The Bank may at any time terminate the empanelment by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder.

### 10. GOVERNING LAW AND DISPUTES:

10.1. The provisions of this tender shall always be subject to government notifications, any rules/ guidelines that may be in force from time to time.

10.2. All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. However, if the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactments thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The arbitrator shall be appointed with the mutual consent of both the parties. However there is a provision of appeal if either party is not satisfied with the arbitration award.

10.3. During the arbitration proceedings the vendor shall continue to work under the contract unless otherwise directed in writing by the bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

10.4. The venue of the arbitration shall be Azamgarh only.

### 11. FOR FURTHER CLARIFICATIONS, IF ANY, YOU MAY CONTACT THE FOLLOWING ADDRESS:

Chief Manager (Operations)  
Regional Office, Azamgarh  
328- Civil Lines  
Above Marbel Palace  
Azamgarh - 276 001  
Mob- 7069300416, 9004121642

**Regional Head**

**Annexure - I**  
**LETTER OF UNDERTAKING ON COMPANY LETTER HEAD**

To

*The Regional Head,  
Union Bank of India,  
Regional Office, 328-Civi Lines  
Above Marbel Palace,  
Azamgarh - 276 001*

**DECLARATION**

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of Vendors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).
7. That I/We .....  
.....  
name of Proprietor/ all Partners are not convicted or facing any criminal proceedings in Court/competent authority under Law of the land.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

**BIO - DATA OF CONTRACTING AGENCY**

1. Name of the firm :
- 1 a) Address (Head Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 1 b) Address (Head Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 2.a) Whether proprietary/partnership/  
Pvt. Ltd. / Public Ltd. (certificate  
of registration / partnership deed  
to be enclosed as Annexure-I). :
- b) Name of the Proprietor, Partners, Directors :
- I)
- II)
- c) Year of establishment :
3. Registration with Tax Authorities :
- i) Income-tax (PAN) No. :
- ii) Service tax no. :
- iii) EPF Regn. No. :
- iv) ESI Regn. No. :
- v) TIN / VAT No. :

(Copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D & II-E)

4. Names of the Bankers with address & telephone numbers:
- I)

II)

5. Enclose solvency certificate of the amount: Enclosed / Not enclosed as mentioned at Point No.18(5) (Certificate to be enclosed as Annexure III).

**Note:** The solvency certificate should be addressed to Union Bank of India and not older than six months from the date of advertisement.

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for : Enclosed / not enclosed

The last 3 years as Annexure-IV-A, IV-B & IV-C.

7. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

8. Give details if at present involved in litigation in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose: during execution of contract in the past 10 years.

10. Specify maximum value of single :  
value project executed during the  
last three years.

11. Name & relation, if any, with the staff :  
member of Union Bank of India.

12. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commence and completion		If work left incomplete or terminated ( give reasons)

**Note:** Copies of work orders along with *self attested* copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note without the copies of certificates, your application is liable to be rejected.

Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value In Rs.	Duration of work, stipulated time	Present stage of work

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14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	VAT paid	Service Tax paid
1					
2					
3					
4					

5					
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Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure VIII-A,B,C,D & E

16. List of equipments / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available

17. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

Sr. No.	Name of the activity	Work for which empanelment is sought
1.	Furniture / Furnishing / Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing). Category A - Upto Rs.40 lacs Category B - Upto Rs.15 lacs Category C - Upto Rs 5 Lacs	
2.	Electrical work including repairs. Category A - Upto Rs.20 lacs Category B - Upto Rs.10 lacs Category C - Upto Rs 5 Lacs	
3.	Architect	
4.	Air conditioner (installation and AMC)	



**CLIENTS CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR**  
**(ONLY FROM PSU BANKS OR GOVERNMENT ORGANISATIONS)**  
**APPLICABLE FOR FURNISHING, ELECTRICAL AND AIR CONDITIONER CONTRACTORS**

Annexure 3

Applicable for Furnishing, Electrical and Air Conditioning venders

**PRE-QUALIFICATION CRITERIA: SELF-ASSESSED EVALUATION PARAMETERS & WEIGHTAGE MARKS.**  
**(Enclose Copies in support)**

Sr. No.	Evaluation Parameter	Weightage	Self Rating Marks
1.	Nos. of years in business (for concerned work only) (attach certificate regarding year of Registration)		
i.	10 years and above	5	
ii.	More than 5 years but less than 10 years	3	
iii.	Less than 5 years	1	
2.	<b><u>Providing Services to PSU Banks in Uttar Pradesh (Submit self verified copy of work orders)</u></b>		
i.	Total tenure of 10 Years and above	5	
ii.	Total tenure of More than 5 years but less than 10 years	3	
iii.	Total tenure of More than 3 years but less than 5 years	2	
iv.	Total tenure of Less than 3 years	1	
3.	<b><u>Work Experience in last 5 years (attach concerned work orders. Marks will be awarded based on copy of work orders attached) (Attach only relevant work orders with rate highlighted)</u></b>	40	
i.	For each additional work of 80% of estimation cost OR, similar two works of 50% of estimated cost OR similar three works of 40% of estimated cost.	20	
ii.	For each additional work order of 80% of estimated work (4 marks will be added).		
iii.	For each additional work order of 50% of estimated work (2 marks will be added).		
iv.	For each additional work order of 40% of estimated work (1 marks will be added).		
4.	<b><u>Number of Work orders (more than 2 Lakhs) from PSU banks in last 3 years</u></b>		
i.	Above 20.	10	
ii.	More than 10 nos. but less than 20 nos.	7	
iii.	Less than 10 nos.	4	
5.	Average Rating awarded by client as per Annexure 4 submitted by Clients	40	
	<b>TOTAL</b>	<b>100</b>	

**Enclose:**

Provide authenticated proof along with documents, for all the above parameters. All documents should be duly signed & stamped.

**NOTE:** Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade/downgrade the criteria for prequalification. No complaint on this account will be entertained. Vendors scoring 70 marks & above may only be considered for pre-qualification. Vendors themselves have to fill in self-rating marks in the above table & **Enclose Proof** thereof.

Name and Address of Client:-

Name of Firm with name of work for which empanelment is sought:-

1.	Name of Work with brief particulars (furnishing/Electrical/AC/Architect) in branches/Region/Zones.	
2.	Empanelled since (total number of years) (for work mentioned in Sl No. 1 only)	
3.	Period of Empanelment/Actual Period of Services Rendered.	
4.	Value of total work order placed with the firm (for work of value more than 1 lakhs only). Attach copy of work orders.	2020-21:- 2021-22:- 2022-23:- 2023-24:-
5.	Average time for completion of Job from the date of placement of work order.	
6.	Delay in completion of work if any (average)	
7.	Details of compensation levied for delay (indicate amount) if any	
8.	Name and Address of Authority under whom work executed.	
9.	Violation of Govt Laws if any	
10.	Whether the staff deployed by the contractor are competent to complete the work.	
11.	Quality of Material used by the firm (Branded/Local/ordinary)	
12.		
a)	Comments on capabilities of the Firm	Outstanding/Very good/Good/ Satisfactory/ Poor
b)	Financial Soundness	Outstanding/Very good/Good/ Satisfactory/ Poor
c)	Mobilization of Manpower	Outstanding/Very good/Good/ Satisfactory/ Poor
d)	Average response time	Outstanding/Very good/Good/ Satisfactory/ Poor
e)	General Behavior	Outstanding/Very good/Good/ Satisfactory/ Poor
f)	Quality of Work	Outstanding/Very good/Good/ Satisfactory/ Poor
g)	Quality of material used	Outstanding/Very good/Good/ Satisfactory/ Poor
13.	<b><u>Overall Rating of Firm on a score of 10**</u></b>	Marks awarded by Reporting Officer are:-  .....

\*\* Rate the firm on a total score of 10 on different parameters including quality of work, response time, quality of material used etc.

Note : All the columns should be filled up properly.

Signature of Reporting Officer\* with Office Seal

Details of Officer

Name:

Designation:

Mobile No:

Email Id:

\*Reporting Officer should be Departmental Head looking after works department or equivalent.

Union Bank of India

**FOR ARCHITECT ONLY**  
**PRE-QUALIFICATION CRITERIA: SELF-ASSESSED EVALUATION PARAMETERS & WEIGHTAGE MARKS.**  
**(Enclose Copies in support) for Architects only.**

Sr. No.	Evaluation Parameter	Weightage	Self Rating Marks
1.	<b><u>AVERAGE</u> Fees received in last 3 years (submit audited balance sheet of last 3 years)</b>		
i.	Rs.2 crores and above	10	
ii.	Above Rs.1.00 crores but less than Rs. 2.00 crores	7	
iii.	Less than Rs.1.00 crores	4	
2.	<b><u>AVERAGE</u> Net Profit in last 3 years (submit audited balance sheet of last 3 years)</b>		
i.	Rs.0.20 crores and above	10	
ii.	Above Rs.0.10 crores but less than Rs 0.20 crores	7	
iii.	Less than Rs.0.10 crores	4	
3.	<b>Nos. of years in business (for concerned work only) (attach certificate regarding year of Registration)</b>		
i.	10 years and above	10	
ii.	More than 5 years but less than 10 years	7	
iii.	Less than 5 years	4	
4.	<b><u>Providing</u> Services to PSU Banks in Uttar Pradesh (Submit self verified copy of work orders)</b>		
i.	Total tenure of 10 Years and above	10	
ii.	Total tenure of More than 5 years but less than 10 years	7	
iii.	Total tenure of More than 3 years but less than 5 years	5	
iv.	Total tenure of Less than 3 years	3	
5.	<b><u>Work Experience (attach concerned work orders of the bank Marks will be awarded based on copy of work orders attached) (Attach only relevant work orders with rate highlighted)</u></b>		
i.	Completed 3 or more projects worth more than 20 lakhs	18	
ia.	completed 1-3 projects worth more than 20 lakhs	10	
ii.	Completed 3 or more projects worth 10-20 lakhs	12	
iiia.	completed 1-3 projects worth 10-20 lakhs	6	
iii.	Completed 3 or more projects worth 2-10 lakhs	10	
iiia.	completed 1-3 projects worth 2-10 lakhs	5	
6.	<b><u>Average</u> Rating awarded by clients as per Annexure 4 submitted by Clients.</b>	20	
	<b>TOTAL</b>	<b>100</b>	

**Enclose:**

**Provide authenticated proof** along with documents, for all the above parameters. All documents should be duly signed & stamped.

**NOTE:** Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Vendors scoring **70 marks & above** may only be considered for pre-qualification. Vendors themselves have to fill in self-rating marks in the above table & **Enclose Proof** thereof.