

Tender No. HO/A&S/218/2024-25

Dated. 26.06.2024



ARYAVART BANK
HEAD OFFICE: LUCKNOW, UTTAR PRADESH
Request for Proposal (RFP) for empanelment of firms/vendors in
various category

Sr.no	Category of Works/Services	Vendor Category (Job Value Wise)
1	Electrical Contractor	Upto Rs. 5Lac Above Rs. 5 Lac and upto Rs. 10 Lac Above Rs. 10 Lac and upto Rs. 25 Lac
2	Architect for Civil Construction/Interior Furnishing/Renovation/Repair	Upto Rs. 20 Lac Above Rs. 20 Lac and upto Rs. 100 Lac
3	Interior Furnishing Contractor	Upto Rs. 10 Lac Above Rs. 10 Lac and upto Rs. 25 Lac
4	Air Conditioning Contractor	Upto Rs. 5Lac Above Rs. 5 Lac and upto Rs. 10 Lac Above Rs. 10 Lac and upto Rs. 25 Lac
5	Printers/Stationers	Upto Rs. 5Lac Above Rs. 5 Lac and upto Rs. 10 Lac Above Rs. 10 Lac and upto Rs. 25 Lac
6	Civil Contractors	Upto Rs. 10 Lac Above Rs. 10 Lac and upto Rs. 25 Lac
7	CCTVs (Supply, Installation, Maintenance)	Any Value
8	Security Alarms (supply, installation, maintenance)	Any Value
9	Fire Extinguishers (supply, installation, maintenance)	Any Value

LAST DATE FOR SUBMISSION OF APPLICATIONS: 18/07/2024 (02.00 p.m.)

AT

Head Office. A-2/46, Vijay Khand, Gomti Nagar, Lucknow 226 010

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EMPANELMENT OF ARCHITECTS, INTERIOR FURNISHING, ELECTRICAL CONTRACTORS, AC CONTRACTORS, CIVIL CONTRACTORS AND VENDORS FOR CCTV SYSTEMS, SECURITY ALARM SYSTEMS AND FIRE EXTINGUISHERS, PRINTERS FOR OFFICE STATIONERY

Aryavart Bank, a leading Regional Rural Bank in UTTAR PRADESH State, having its Head Office at A-2/46, Vijay Khand, Gomti Nagar, Lucknow with network of 1367 Branches spread over 26 Districts of UTTAR PRADESH state including Agra, Aligarh, Ayodhya, Bahraich, Banda, Barabanki, Chitrakoot, Etah, Farrukhabad, Firozabad, Hamirpur, Hardoi, Hathras, Jalaun, Kannauj, Kasganj, Lakhimpur, Lucknow, Mahoba, Mainpuri, Mathura, Mirzapur, Shravasti, Sitapur, Sonbhadra and Unnao is in process of preparing panel of service providers like Architects, Furnishing Contractors, Electrical Contractors, AC Contractors, Civil Contractors, Security Alarm Systems, Fire Extinguishers and Printers for Office Stationery; vendors and service providers for supply of new equipments.

Applications are invited for preparing the panels of Architects, Interior Furnishing Contractors, Electrical Contractors, AC Contractors, Civil Contractors and vendors for CCTV System, Security Alarm Systems (Burglary/Fire), Fire Extinguishers and Printers of office Stationery separately for supply of new equipments. The Empanelment will be for the period of 03 years depending upon the annual review based on satisfactory work and Regional offices feedback.

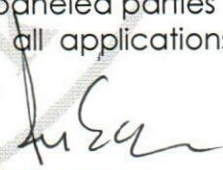
Interested vendors, Service providers/firms may apply for empanelment process. Formats of application forms, Eligibility Criteria, terms and Conditions for submission of applications and other information can be downloaded from the Bank's website www.aryavart-rrb.com

Last date of submission of applications is 18.07.2024 (up to 2.00 P.M.). Applications shall be submitted only to Head Office, Lucknow.

As the earlier Empanelment period is about to over, already empaneled parties shall also apply a fresh. Bank reserves right to accept or reject any or all applications without assigning any reason thereof.

Date: 26.06.2024

Place: Lucknow


Chief Manager
Head Office: Lucknow



Disclaimer

- a) This Request for Proposal (RFP) is not an offer by the Aryavart Bank, but an invitation to receive response from eligible interested bidders for empanelment under different categories. This document should be read in its entirety.
- b) Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- c) ARYAVART BANK, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- d) ARYAVART BANK also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- e) ARYAVART BANK may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- f) Every effort is being made to keep Aryavart Bank's Website up to date and running smoothly 24X7, However Aryavart Bank takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issues at any point of time. In that event Aryavart Bank will not be liable or responsible for any damages or expenses arising for any difficulty, or error, imperfection or inaccuracy with this website, it includes all associated service, or due to such unavailability of the website or any part there of any contents or any associated services.
- g) The issue of this RFP does not imply that Aryavart Bank is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the empanelment and Aryavart Bank reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. No correspondence shall be entertained in this regard.
- h) The "Request for Proposal" (RFP) for the empanelment is available on bank's website, Vendors are required to download the tender from Bank's website.

Applicants must have sound financial status, with adequate experience in the respective line of business. The Supplier/Agency shall have at least 5 years' experience in supplying the goods/services to ARYAVART BANK or any other Public Sector Bank.



Bid Collection and Submission Details:

Tender Reference number (RFP)	HO/A&S/218/2024-25 Dated 26.06.2024
Price of Empanelment Form	₹ 1,000/- * (Non Refundable) in the form of Demand Draft or Pay order Payable to Aryavart Bank , Lucknow or Payment through NEFT at following A/c-999990200000540 IFSC-BKID0ARYAGB, Gomti Nagar Branch, Aryavart Bank Lucknow
Date of commencement of issue of Empanelment Form	27.06.2024
Last date for receiving queries	03.07.2024 up to 02:00 PM
Pre-bid meeting at bank's Head Office at A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010	04.07.2024 at 03:00 PM
Last Date and Time for submission of bids	18.07.2024 up to 02.00 PM
Opening of Technical Bids	18.07.2024 at 03:30 PM at Bank's Head Office (subject to availability of Tender Committee members)
Place of Opening Empanelment filled up Form	Aryavart Bank Head Office: A-2/46, Vijay Khand, Gomti Nagar, Lucknow 226 010.
Address of Communication	As above
Contact Telephone Numbers	Phone :7388899765, 7017805214,9690347783
Email Id	ho.ans@aryavartbank-rrb.com
Website	www.aryavart-rrb.com

Applications received after the last date and time of submission are liable for rejection. The Bank reserves the right to accept/reject any or all the applications without assigning any reason thereof. Empanelment does not confer any right on any of the Contractor/Professional to receive invitation to bid for works at a later date.

Further, in case Aryavart Bank does not function on the aforesaid date due to unforeseen circumstances or holiday, then the Bid will be opened on the next working day subject to availability of the tender committee members.

Period of Empanelment: The Empanelment will be for a period of three years with effect from 01-08-2024. The performance of empaneled vendors shall be reviewed yearly. Bank at its own discretion may terminate the empanelment with one-month advance notice at any point of time during the period of Empanelment. Empanelment by the Bank should in no way be construed as eligibility for award of Annual Maintenance Contract OR rate contract. Work Order for award of Annual Maintenance Contract OR rate contract for supply/ installation/ maintenance shall be placed by the offices, as per their requirement, as and when need arises.


Chief Manager
Head Office: Lucknow

Date: 26.06.2024

TERMS & CONDITIONS FOR EMPANELMENT

1. Sealed applications in prescribed form are invited up to 18.07.2024 till 02.00 p.m. for empanelment of Architects, Furniture suppliers, Furniture and Electrical Contractors, Vendors of Note Counting Machines, Security Alarm Systems, Fire Extinguishers and Printers for Office Stationery and AC Contractors for inviting tenders from them for availing services. Applications for Empanelment without Empanelment form cost shall be out rightly rejected. Incomplete applications will be rejected without further reference & no further correspondence in this regard shall be entertained.
2. The empanelment list will be prepared for a period of 3 years, contingent upon annual reviews assessing satisfactory work and feedback from regional offices.
3. The firm should have registered office in state of Uttar Pradesh (Registered under Uttar Pradesh Shop and Establishment Act) (Proof must be enclosed)
4. **Basic Scope of Work:**
 1. **Architect**-The scope of work for the Architectural consultants include designing Interior layout plans for the branch / offices of the Bank, providing specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, supervision of strong room construction, certification of bills and carpet area measurements if sought by the Bank. Some time the panel architects services will also be availed for planning, designing and execution of extension of Bank's own buildings involving the approval for the same from the local Authorities. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project. However, the Bank has right to avail the services of any consultant from outside the panel depending on the circumstances.
 2. **Interior Furnishing Contractors**-The scope of work of Interior Furnishing contractors for Interior furnishing works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations, masonry, plastering, RCC concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, wooden work etc.
 3. **Electrical Contractors**-The scope of work of Electrical contractors involves internal and external Electrification, associated cabling, installation of Control panels, earthings, wiring for electrifications, data cabling, telephone wirings, UPS wiring, break down repairs and other allied works etc.
 4. **Vendors for CCTV System** -The scope of work involves supply and installation of new CCTV Systems and Annual maintenance of the existing systems already installed at Branches and other allied works with regard to the systems etc.
 5. **Vendors for Security Alarm System**-The scope of work involves supply and installation of new Security Alarm Systems and Annual maintenance of the existing systems already installed at Branches and other allied works with regard to the systems etc.
 6. **Vendors of Fire Extinguishers**-The scope of work is to supply and install new Fire Extinguishers of required type at the Branches as per requirement and to Annual maintenance contractors for refilling of the existing Fire Extinguishers at Branches and Regional Offices in 26 Districts of UTTAR PRADESH State. The Fire extinguishers shall be



refilled and installed at respective Branches under AMC.

7. Vendors for Civil Contractors-The scope of work of vendors for Civil Contractors involves construction/repairs/minor addition/alteration to commercial/institutional/residential building for Government/Public Sector Undertaking/Banks/Financial Institution.

8. Vendors for Stationary Printing-The scope of work of Printers involves Printing and supply of Office Stationery, Vouchers, Subsidiaries, and other required stationery as per requirement of the Bank.

9. Vendors for AC Contractors-The scope of work of contractors for Air-conditioning installation & maintenance for existing offices at various locations in Uttar Pradesh. The centers would be located in different location in Uttar Pradesh. The works, which are proposed in different locations of Aryavart Bank, where Bank's Offices/premises are located as per requirement of the Bank.

Desired requirements: The AC Contractors should have minimum 05 years of experience in the respective field. The AC Contractors applying for engagement should have valid authorization of OEM. Necessary valid dealership letter shall be enclosed. Only those applications shall be considered who submit Authorization letter as per the tender document. No bidder shall submit authorization of more than 01 OEM. If such application is received with more than 01 OEM's authorization the such application will be summarily rejected

5. ELIGIBILITY CRITERIA FOR SELECTION FOR EMPANELMENT:

A) ARCHITECTS:-

- 1) The firms must have minimum 5 years of experience.
- 2) The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging/ adverse report against their past experience.
- 3) The partners of firm must be registered with Council of Architects along with basic qualification of Architecture.
- 4) The firm have experience of having successfully completed similar work as mentioned below during last three years
 - **For Panels upto Rs 20 Lakh**
 - 1 job of Rs. 16 Lac or
 - 2 job of Rs. 10 Lac or
 - 3 job of Rs. 8 Lac
 - **For Panels above 20 Lakh and upto Rs 100 Lakh**
 - 1 job of Rs. 80 Lac or
 - 2 job of Rs. 50 Lac or
 - 3 job of Rs. 40 Lac

B) INTERIOR FURNISHING CONTRACTORS:-

- 1) The firm must have minimum 5 years of experience
- 2) The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging/ adverse report against their past experience



- 3) The Average financial turnover during last 3 years ended on 31.03.2024 shall be at least
For Panels upto Rs. 10 lac- Rs. 25 lac per annum
For panels above Rs. 10 lac and upto Rs. 25 lac- Rs. 50 lac per annum

- 4) The firm must have successfully completed project of Interior furnishing work costing as mentioned below during last three years-

For Panels upto Rs 10 lac-

- 3 jobs of Rs. 4.0 lac each or
2 jobs of Rs. 5.0 lac each or
1 job of Rs. 8.0 lac

For panels upto Rs. 25 lac-

- 3 jobs of Rs. 10.0 lac each or
2 jobs of Rs. 12.50 lac each or
1 job of Rs. 20.0 lac

C) Electrical Contractor

- 1) The firms must have minimum 5 years of experience.
2) The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging/adverse report against their past experience.
3) The Average financial turnover during last 3 years ended on 31.03.2024 shall be at least
For Panels upto Rs. 5 lac- Rs. 10 lac per annum
For Panels above Rs 5 lac and upto Rs 10 lac- Rs. 25 lac per annum
For panels above Rs. 10 lac and upto Rs. 25 lac- Rs. 50 lac per annum
4) The firm must have successfully completed electrical / LAN wiring work costing as mentioned below during last three years-

For Panels upto Rs. 5 lac-

- 3 jobs of Rs. 2.0 lac each or
2 jobs of Rs. 3.0 lac each or
1 job of Rs. 4.0 lac

For Panels upto Rs 10 lac-

- 3 jobs of Rs. 4.0 lac each or
2 jobs of Rs. 5.0 lac each or
1 job of Rs. 8.0 lac

For panels upto Rs. 25 lac-

- 3 jobs of Rs. 10.0 lac each or
2 jobs of Rs. 12.50 lac each or
1 job of Rs. 20.0 lac



D) CCTVs (supply, installation and Maintenance)

- 1) The firm must have minimum 5 years of experience
- 2) The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging / adverse report against their past experience.
- 3) Average financial turnover per year for the last 3 years shall be at least Rs.50 lacs per annum
- 4) The firm must have successfully completed minimum 5 jobs of installation of CCTVs including their AMCs at 500 sites during last three years in Public Sector Banks/ RRB in UP.
- 5) If the vendor is not the manufacturer of the product but is quoting on behalf of his OEM, an authorization certificate from the OEM should be enclosed wherein the OEM should specifically underwrite the commitments given by the vendor
- 6) A valid OEM certificate to the Agency for supplying, commissioning and maintenance of the products of OEM for Five years. Certificate should not be older than one year from date on Tender.

E) Security Alarms (supply, installation and Maintenance)

- 1) The firm must have minimum 5 years of experience.
- 2) The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging / adverse report against their past experience.
- 3) Average financial turnover per year for the last 3 years shall be at least Rs.50 lacs per annum.
- 4) The firm must have successfully completed minimum 5 jobs of installation of security Alarms including their AMCs at 500 sites during last three years in Public Sector Banks/ RRB in UP.
- 5) If the vendor is not the manufacturer of the product but is quoting on behalf of his OEM, an authorization certificate from the OEM should be enclosed wherein the OEM should specifically underwrite the commitments given by the vendor.
- 6) A valid OEM certificate to the Agency for supplying, commissioning and maintenance of the products of OEM for Five years. Certificate should not be older than one year from date on Tender.

F) FIRE EXTINGUISHERS (SUPPLY, INSTALLATION AND MAINTENANCE)

- 1) The firm must have minimum 5 years of experience
- 2) The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging / adverse report against their past experience
- 3) Average financial turnover per year for the last 3 years shall be at least Rs.50 lacs per annum
- 4) The firm must have successfully completed minimum 5 jobs of installation of Fire Extinguishers including their AMCs and refilling at 500 sites during last three years in Public Sector Banks/ RRB in UP.
- 5) If the vendor is not the manufacturer of the product but is quoting on behalf of his OEM, an authorization certificate from the OEM should be enclosed wherein the OEM should specifically underwrite the commitments given by the vendor.



- 6) A valid OEM certificate to the Agency for supplying, commissioning and maintenance of the products of OEM for Five years. Certificate should not be older than one year from date on Tender.
- 7) The applicant should have (their own or in tie up) workshop for carrying out the refilling work/hydraulic testing facility Uttar Pradesh.

G) CIVIL CONTRACTORS:-

1. The firm must have minimum 5 years of experience as on 31.03.2024.
2. The firm must have worked for Public Sector Banks/ RRB in UP and shall not have any discouraging/ adverse report against their past experience
3. The Average financial turnover during last 3 years ended on 31.03.2024 shall be at least

For Panels upto Rs. 10 lac- Rs. 25 lac per annum

For panels above Rs. 10 lac and upto Rs. 25 lac- Rs. 50 lac per annum

The firm must have successfully completed project of Interior furnishing work costing as mentioned below during last three years-

For Panels upto Rs 10 lac-

- 3 jobs of Rs. 4.0 lac each or
- 2 jobs of Rs. 5.0 lac each or
- 1 job of Rs. 8.0 lac

For panels upto Rs. 25 lac-

- 3 jobs of Rs. 10.0 lac each or
- 2 jobs of Rs. 12.50 lac each or
- 1 job of Rs. 20.0 lac

H) PRINTERS/STATIONERS:-

- 1) The firm must have minimum 5 years of experience.
- 2) The firm must have its own printing Press and have track records of supply of stationery to Public Sector Banks/ RRB, State/Central Govt. and PSUs in their offices of UP and shall not have any discouraging/ adverse report against their past experience
- 3) Average Financial Turnover per year for the last 3 years shall be at least Rs.5 lacs per annum

I) AC CONTRACTORS- SUPPLY & INSTALLATION (INCLUDING SERVICE PROVIDING):-

- 1) The firm must have minimum 5 years of experience
- 2) If the vendor is not the manufacturer of the product but is quoting on behalf of his principal, an authorization certificate from the principal should be enclosed



wherein the Principal should specifically underwrite the commitments given by the vendor.

- 3) The Average financial turnover during last 3 years ended on 31.03.2024 shall be at least

For Panels upto Rs. 5 lac- Rs. 10.lac per annum

For Panels above Rs 5 lac and upto Rs 10 lac- Rs. 25 lac per annum

For panels above Rs. 10 lac and upto Rs. 25 lac- Rs. 50 lac per annum

- 4) The firm must have successfully completed air conditioning electrical work costing as mentioned below during last three years-

For Panels upto Rs. 5 lac-

3 jobs of Rs. 2.0 lac each or

2 jobs of Rs. 3.0 lac each or

1 job of Rs. 4.0 lac

For Panels upto Rs 10 lac-

3 jobs of Rs. 4.0 lac each or

2 jobs of Rs. 5.0 lac each or

1 job of Rs. 8.0 lac

For panels upto Rs. 25 lac-

3 jobs of Rs. 10.0 lac each or

2 jobs of Rs. 12.50 lac each or

1 job of Rs. 20.0 lac

General Terms & Conditions:

1. **Authorized Signatory:** The bidder shall indicate the authorized signatories who can discuss and correspond with the Bank. The bidder shall submit a certified copy of the resolution of their board, authorizing an official or officials of the bidder to discuss, sign agreements/contracts with the Bank, raise invoice and accept payments and also to correspond. The bidder shall provide proof of signature identification for the above purposes as required by the Bank.
2. Bank reserves the right to accept or reject any or all tender/s without assigning any reasons whatsoever and the said decision shall be final and binding upon the bidders.
3. In case of any dispute, the matter will be referred to the General Manager, Aryavart Bank. For litigation, if any arising thereof, the competent court (local) Lucknow alone shall have jurisdiction.
4. Please check our website regularly for latest updates regarding this tender until the completion of tender process.
5. Firms disqualified earlier by the Bank are not eligible to apply.
6. **The past experience should be supported by completion certificates indicating completion cost, date of commencement and date of completion etc.**
7. Firms empaneled with Aryavart Bank must submit a satisfactory letter issued by respective/alloted regional offices, whereas those empaneled with other banks are required to submit five satisfactory letters from different regional offices or banks.
8. Jobs means work done for PSB/RRB/Private Banks.
9. Firms if empaneled as Architect will not be eligible to work as Furniture or Electrical Contractor.



10. Relatives of Architects empaneled on the Bank's panel will not be eligible to work as Furniture/Electrical Contractors.
11. The competent authority at its discretion may lower down the eligibility criteria if found necessary for empanelment.
12. Applications shall specifically mention the items/services for which they require empanelment. In future, whenever there is requirement for any services the intimation inviting tender may be sent to the empaneled Contractors/Vendors at their **registered email address only, and will not be sent on postal address**. However, empanelment does not confer any right on any of the suppliers/service providers/professionals to receive invitation to bid for works at a later date.
13. The empaneled Vendors shall be required to submit the tenders as per the terms and conditions laid down in the particular notice inviting tenders.
14. The Bank reserves the right to empanel any vendor and to cancel the empanelment of any Vendor at any time, without giving any notice and any reason.
15. The empaneled Vendors shall be agrees to indemnify the Bank and hereby keeps the Bank indemnified in respect of any loss, damages, costs including the costs incurred by the Bank in recovery of the money through legal process, expenses, charges etc. for any reason for which vendor is responsible.
16. The empaneled Vendors have never been black listed by any bank/ Government organization. Letter of undertaking regarding not blacklisted to be provided on letterhead of Vendor/ Contractors. Format is attached as Annexure-II
17. Penalty shall be impose on empaneled Vendors, if work is not completed as per terms & conditions and within stipulated time.
18. Submission of the application does not confer any right on any applicant for empanelment.
19. The decision of the Bank on all the matter connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
20. Empanelment will not ipso facto confer any right in any vendors to receive notice inviting tender.
21. Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
22. The application can be downloaded from the website: www.aryavart-rrb.com of the Bank. If empanelment is sought for more than one category; separate application must be submitted for each category.
23. The Bank reserves right to purchase any item /avail any service from any vendor who is not empaneled with it.
24. Information called against each item should be furnished in full.
25. Latest Income tax assessment orders/Sales tax assessment certificates, balance Sheets, P/L A/cs about the performance of the firm for last 3 years should be forwarded along with applications.
26. Details of experience in the respective field should be enclosed.
27. Details of such Contracts undertaken in the past, present status of such contracts along with the copies of award of contract, duration of contract certificate of appreciation if any, and reasons if the contracts are discontinued shall be furnished.
28. The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/permissions required for the supply /services.



29. Details of registration as per shop and establishment act shall be furnished.
30. Details of registration with Tax authorities shall be furnished.
31. List of Empaneled Vendors, Service Providers and suppliers will be prepared and conveyed to the concerned in due course. No separate correspondence will be entertained in this regard
- 32. In addition to above the following requisite documents certificates etc. are to be enclosed**
33. Crossed Demand draft of any Nationalized /Scheduled Bank for the said amount as cost of empanelment form which is Non-refundable No cheques shall be accepted.
34. If the firm is a partnership firm, attested copy of registered partnership deed registered with office of sub-registrar along with certificate of registration (form 'H' under rule 17) under partnership Act, 1932.
35. Attested copy of Registered general power of Attorney registered in the office of sub-registrar in case of partnership firm, who is authorized signatory on behalf of the partnership firm & its partners.
36. Attested copies of Memorandum of Association & Certified copy of Resolution in case of any Private Limited/Public Limited Companies.
37. Copy of Work Orders and performance certificate for completion of similar type of works/Empanelment letter of banking organization for which work completion certificates for satisfactory completion of similar type of works shall be enclosed.
38. Contractor shall enclose work completion certificates for satisfactory completion of similar type of works in last three financial years as described in respective categories of Service Provider.
39. In addition to above Income Tax returns for last Three years along with audited Balance sheets certified by CA shall be enclosed.
40. Copy of GOODS & SERVICE TAX CERTIFICATE (GST) shall be enclosed.
41. Copies of PAN card, Aadhar card as Applicable shall be enclosed.
42. Each page of the RFP document should be signed by the bidder submitting the bid in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down in the tender document.
43. The RFP document submitted on behalf of a firm shall be signed by the signatory having signing authority on behalf of the firm. The authorization letter for signing authority should be enclosed with RFP document. Non-compliance will make the bid liable to rejection
44. The Bank in order to evaluate and compare the bids/response to tender received, may seek clarification from some or all of the bidders. Such clarifications and responses will necessarily be in writing. The Bank has right to disqualify the vendor whose clarification is found to be not suitable.
45. Bank reserves the right to the following:-
- Reject any or all proposals received in response to the tender notice without giving any reason whatsoever or Extend the time for submission of proposal.
 - Waive or Change any formalities, irregularities, or inconsistencies in proposal format / delivery process
 - Modify the document, by an amendment that would be displayed on Bank's Website
 - To independently ascertain information from the Banks and other institutions to which bidder has already extended services for similar assignments.
46. Tender with counter condition will not be entertained.
47. Tender will be valid for at least 180 days from the opening of financial bid



48. In case if the service is not found satisfactory then the bank has right to cancel the empanelment at any time during the contract period, without assigning any reason.

49. Work means satisfactory work completed for Government/PSU/Banks/RRB's.

Documents to be submitted with Technical Bid:

- a. Indexing of all documents with page number/serial number.
- b. Authorization letter for signing tender documents.
- c. Duly signed, stamped and completed tender documents.
- d. Audited Balance Sheet for the year 2020-21, 2021-22 and 2022-23.
- e. Contact Person with their contact numbers and email addresses.
- f. GST certificate copy.
- g. Duly filled, signed and stamped Annexures along with required enclosures.
- h. Duly signed and sealed Acceptance Letter on firm's/company's letter head
- i. A Notarized Stamped affidavit for non- blacklisting by any bank, Financial Institution is to be submitted.
- j. Submit address proof of registered/branch address in Uttar Pradesh.
- k. OEM certificate whenever applicable.

Please note that in case if any of the above listed documents are found not enclosed in the technical bid submitted by the bidders, their bid will be technical disqualified.

IMPORTANT NOTE: IF AT THE TIME OF VERIFICATION OF DOCUMENT IT IS FOUND THAT DOCUMENTS ENCLOSED ARE NOT IN ORDER, THE APPLICATION FORM IS LIABLE TO BE REJECTED.

Resolution of disputes and Arbitration

The Bank and the concerned bidder shall make every effort to resolve any disagreement or dispute amicably, arising in connection with the agreement, by direct and informal negotiation between the designated Officer of the Bank and designated representative of the concerned bidder. If designated Officer of the Bank and representative of concerned bidders are unable to resolve the dispute within a reasonable period as deemed fit by the Bank, they shall immediately escalate the dispute to the senior authorized personnel designated by the Bank and concerned bidder respectively. In the case of lapse of a reasonable period as deemed fit by the Bank, after the commencement of such negotiations when both the parties are unable to resolve contractual dispute amicably, the Bank can refer the dispute or disagreement to formal arbitration by appointing a sole Arbitrator under the provisions of Arbitration & Conciliation Act, 1996. The venue for such Arbitration shall be Lucknow.

Applicable law and jurisdiction of court

The agreement with the bidders shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Lucknow, with the exclusion of all other Courts.

Right to content of the Bids

All the responses, Bids, accompanying documentation, correspondence by the Bidders etc., once opened and the reports resulting out of the activities of the bidding process will become the



property of Bank and will not be returned to the Bidders. The Bid documents which are not opened for any reasons as elaborated in other sections of this RFP will be returned to the Bidders.

Bank is not restricted in its rights to use or disclose any or all of the information contained in the Bid, and can do so without compensation to the Bidder. Bank shall not be bound by any language in the Bid indicating the confidentiality of the Bid by the Bidder or any other restriction on its use or disclosure

The information provided by the Bidders in response to the RFP, including any clarifications provided by the Bidder against the queries from Bank during the bidding process, is deemed to be valid till the end of the contract period, in case the contract is awarded to the Bidder

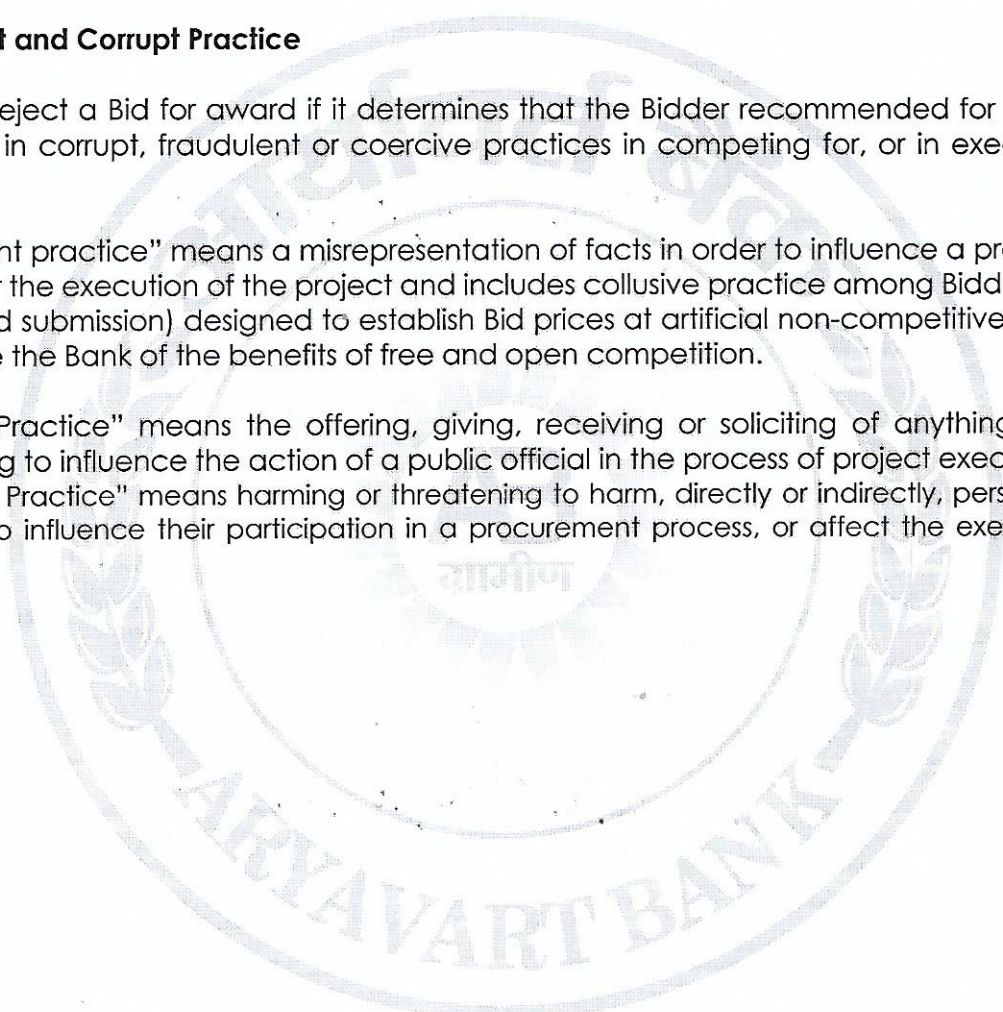
Fraudulent and Corrupt Practice

Bank will reject a Bid for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent or coercive practices in competing for, or in executing, the project(s).

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution.

“Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.



COVERING LETTER (To be given on letter head of the firm)

To,
General Manager,
Aryavart Bank, Head Office, A-
2/46, Vijay Khand, Gomti Nagar,
Lucknow 226 010.

Sub: Empanelment of Architects, Interior Furnishing, Electrical/Data cabling Contractors, Civil Contractors, AC Contractors, Vendors for CCTV Systems, Security Alarm Systems, Fire Extinguishers and Printers for Office Stationery

Ref: Empanelment notice No. on date: **27.06.2024**

=====

In response to the above Notice, I/We hereby submit my/our application in the required format along with ANNEXURE-I to ANNEXURE VIII and declaration.

I/We have adhered to the requirements prescribed by the Bank. I/We have carefully gone through the guidelines/terms and conditions and prescribed format carefully and I/We accept the same without any alterations/modifications.

I/We am/are also aware that the Bank reserves the right to accept or reject any or all applications without assigning any reason/s thereof and decision taken by the Bank in this regard will be binding on me/us.

Yours faithfully,

Signature with Seal of the Contractor

Date:



Application format for Empanelment with Aryavart Bank, Head Office, Lucknow

APPLICATION FORMAT FOR

WORKS/SERVICES CATEGORY.....

VENDOR CATEGORY (JOB VALUE WISE).....

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Mobile No.			
	E-mail ID (to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications* of Directors/Partners/Proprietor	Name	Designation & Qualification	Mobile No.
5	Whether registered with:			
	a) Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration/Article and Memorandum of Association)			
	b) Indian Association of Architects/Council of Architects? (give Registration No. and attach copy herewith)			
	c) Whether empaneled with Aryavart Bank/Other PSBs etc. Furnish their names, class and date of registration (attach copy of registration if any)			
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:		
7	Satisfactory evidence: (To indicate financial capacity)	Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)
		2021-22		
		2022-23		
		2023-24		



		Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted
8	Registration with Tax Authorities	
	i) GST No.(Compulsory)	
	ii) Income Tax (PAN) No.	
	iii) EPF Reg. No (if applicable)	
	iii) ESI Reg. No. (if applicable)	
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)	
10	Whether ISO Certified? Furnish details	
11	Detailed description and value of works done and works on hand in last 3 years from Aryavart Bank and other Nationalized Banks (as per Annexure I attached)	
12	List of important/major works on hand from Aryavart Bank and other Banks (as per Annexure II attached)	
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details	
14	Key personnel employed (as per Annexure III)	
15	Infrastructure of the firm viz. office space, office equipment's (as per Annexure I V attached herewith)	
16	Whether related to any staff member of Aryavart Bank. If yes, please mention details	
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

Note: Where copies are required to be furnished, these should be certified copies preferably by the concerned agencies or Govt. Officer.
In case the applicant intend to give further /more information, please attach separate sheets.

Signature and Seal of the Applicant



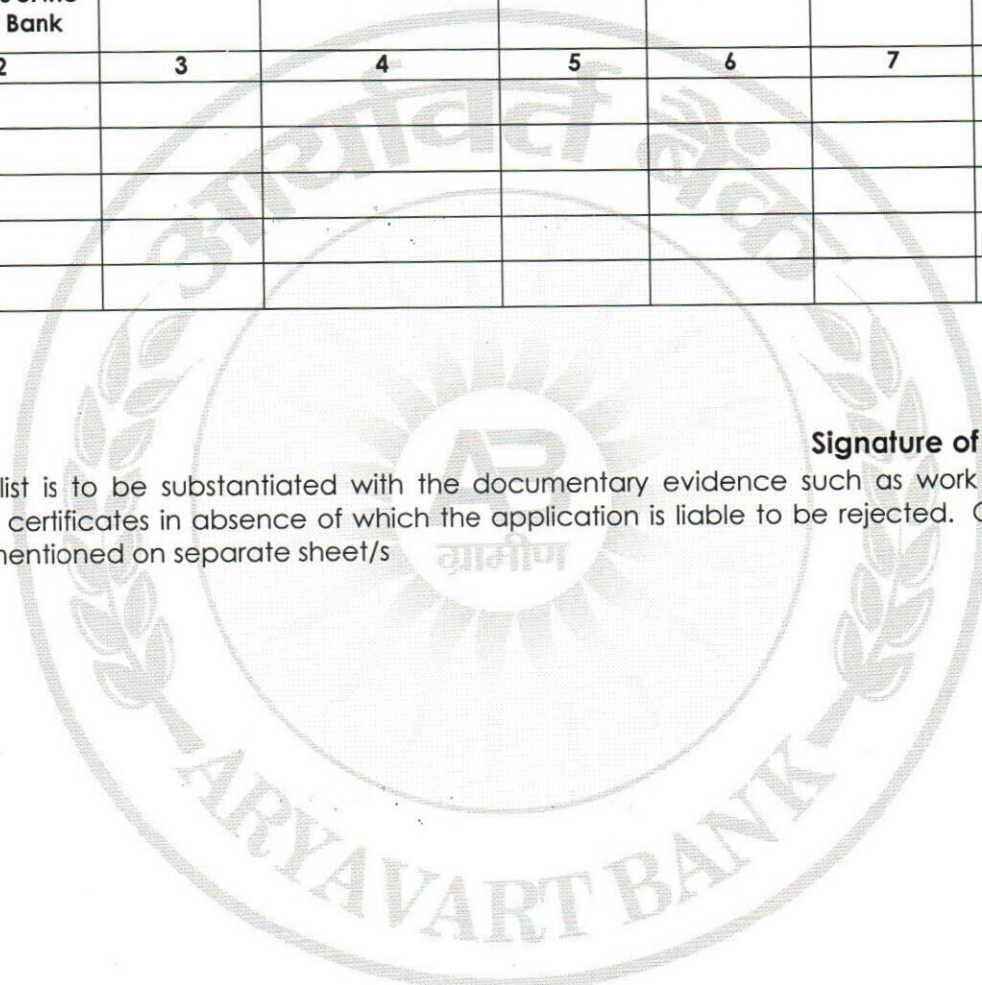
ANNEXURE – I

PARTICULARS OF WORK EXECUTED FOR ARYAVART BANK/ OTHER PUBLIC SECTOR BANKS AS CLIENT

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Bank
1	2	3	4	5	6	7	8

Signature of Applicant

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

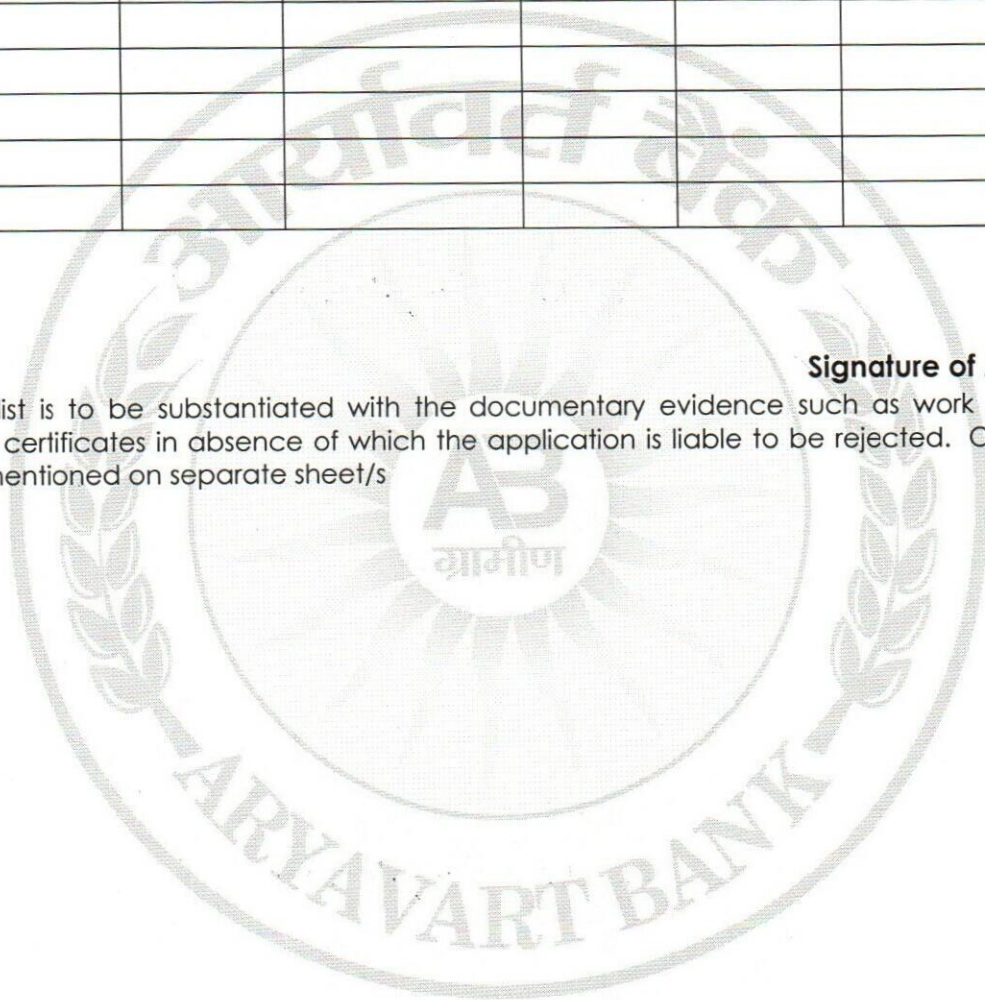


PARTICULARS OF WORKS ON HAND FROM ARYAVART BANK AND OTHER PUBLIC SECTOR BANKS AS CLIENT

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Bank
1	2	3	4	5	6	7	8

Signature of Applicant

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

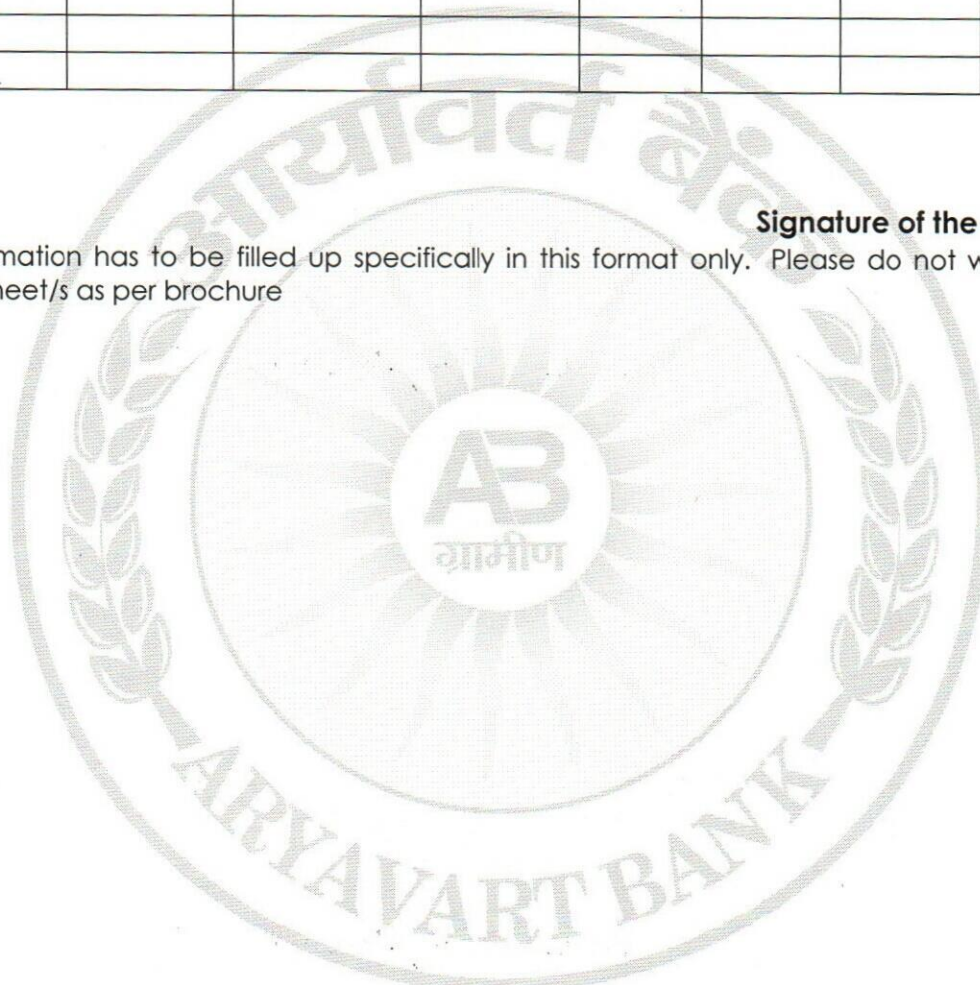


KEY PERSONS PERMANENTLY EMPLOYED

Sr. No.	Name	designation	Qualifications	Experience	Years with the firm	Name of Project handled	Indicate special expertise if any	Any other information

Signature of the Applicant

Note: Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per brochure

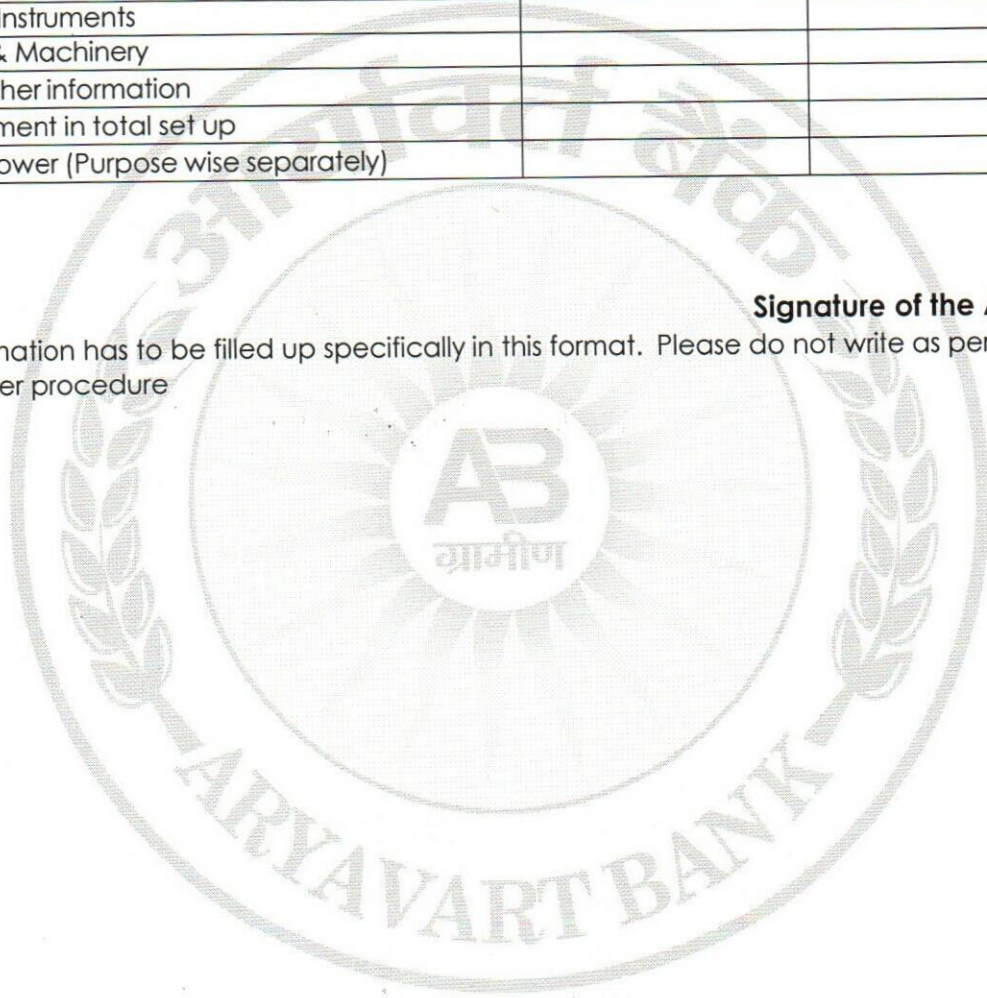


DETAILS OF INFRASTRUCTURE IN OFFICE

Sr. No.	Items	Numbers	Details
1	Address of the Office		
2	Office premises, area etc. in sq. ft. (own/Leased)		
3	Fax/M/C		
4	Telephone		
5	Other Instruments		
	Plant & Machinery		
9	Any other information		
10	Investment in total set up		
11	Manpower (Purpose wise separately)		

Signature of the Applicant

Note: Information has to be filled up specifically in this format. Please do not write as per attached sheet/s as per procedure



ANNEXURE – V

Dated:

OEM Certificate
Original Equipment Manufacturers Authorization Form
(In the Original Letter Head of OEM)

To
Aryavart Bank
General Manager,
Head Office,
Gomti Nagar,
Lucknow-226010

Sub:- Ref .No..... dated for supply of
.....

Dear Sir,

We, M/s having works/factory at..... who are
reputed Manufacturers of in India do hereby authorize
..... to submit tender bid for supply of on our
behalf for this particular tender. We hereby confirm and extend our full warranty support for
..... years for the goods and services offered by the above firm against this tender.

Details of Product:-

Product Name:

Make:

Model:

Please note this authorization is valid for this particular tender only.

Yours faithfully

For.....

Signature of Officer Authorized to sign this Document on behalf of the OEM.



Annexure-VI

Affidavit of Undertaking by Bidder for not being blacklisted

(On Rs 10/- non judicial stamp paper)

I/We _____ s/o _____
Director/prop of M/s _____ having its Registered Office
at _____ (herein after referred as Bidder) hereby affirm/s on oath, that:

As on date of submission of tender, we are not blacklisted by the Government/ any of the State Governments in India or any Financial Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

There are no pending cases against us involving cheating/fraudulent activities.

We are not a defaulter in repayment of installment against credit with any Bank.

Yours faithfully,

(Authorised Signatory)

Name

Date

Seal of the firm



(On company's Letter Head only)

CERTIFICATE OF ACCEPTANCE

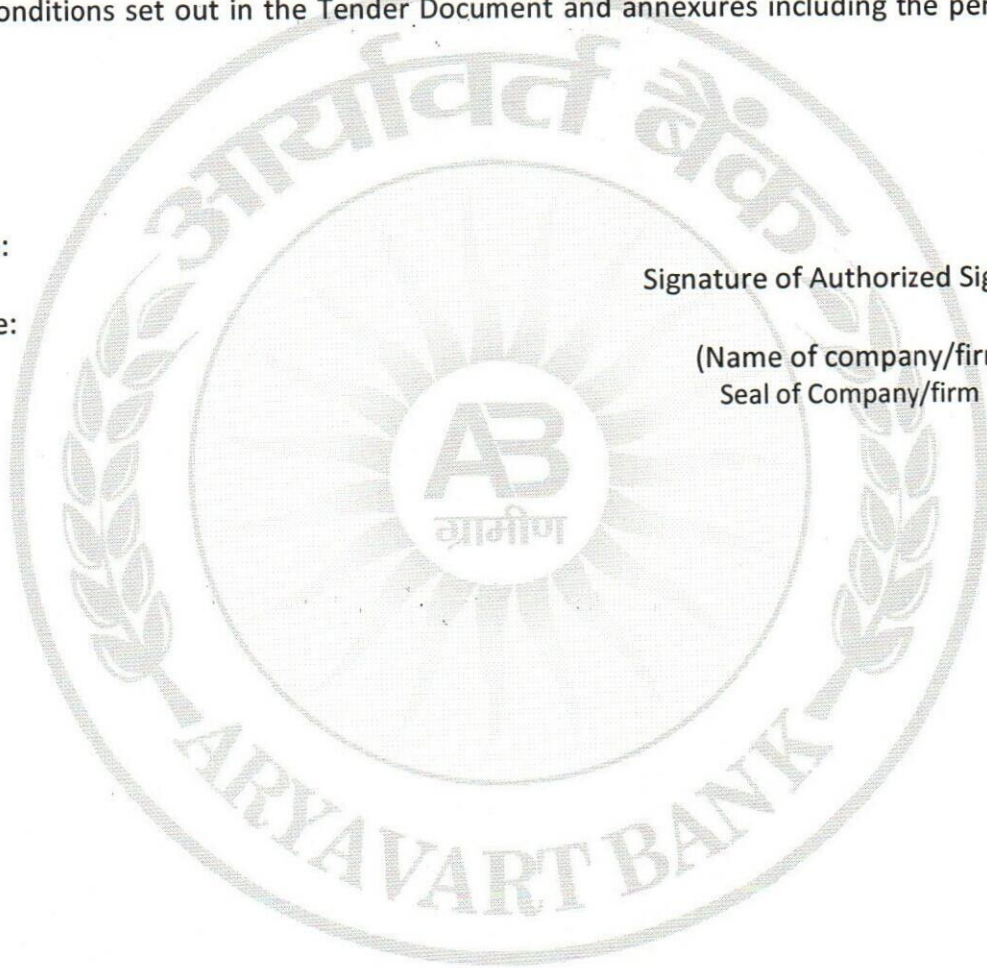
"Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely..... do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein."

Date:

Place:

Signature of Authorized Signatory

(Name of company/firm)
Seal of Company/firm



DECLARATION

I/We hereby declare as under:

1. 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 any future contract made between me/ourselves and the Bank, 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 have not been blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.
3. I/We agree that the decision of ARYAVART BANK in selection of Empaneled Bidders will be final and binding to me/us.
4. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
5. I/We agree that I/We have no objection if enquiries are made with my/our clients for whom I/We have worked & details of these work executed are listed by me/us in the accompanying sheets.
6. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

Place: _____

Date: _____

**Signature/s of applicant/s
With Seal of firm**

