



ZONAL OFFICE, KERALA ZONE
Kaloor Towers, Kaloor-Kadavanthra Road, Cochin-682017.
Phone 0484- 2349686,2343701,2338480.E-mail: ZO.Kerala@bankofindia.co.in

**PROPOSED CONSTRUCTION OF BANK OFFICE BUILDING
AT PARUR.**

BUILT UP AREA : 4510 SQ.FT.

ESTIMATED COST : 130 LAC.

FORM OF APPLICATION

FOR

PREQUALIFICATION OF CONTRACTORS

Name of the firm

Address

Phone Numbers –

Mobile No.

Fax No.

To:

The Zonal Manager
Bank Of India
Kerala Zone

.....

Dear Sir,

Sub: EMPANELMENT OF CONTRACTORS FOR PROPOSED CONSTRUCTION OF OFFICE BUILDING AT PARUR.

~~~~~

I/We have read and understood the press notice for pre-qualifications and instructions to the Applicants. I/We do hereby declare that the information furnished in the Performa from pages 1 to 8 and in the supplementary sheets is correct to the best of my/our knowledge and belief.

I/We enclose Demand Draft/Payorder No. \_\_\_\_\_, dated \_\_\_\_\_ for Rs. 1000/- favouring Zonal Manager, Bank of India.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//

## **INSTRUCTIONS TO APPLICANTS**

1. Intending Applicants are required to submit their applications in the prescribed format and with full particulars giving details about their organisation, experience, technical personnel in their organisation which will be kept confidential. Application should accompany Demand Draft/Payslip for Rs. 1000/- in favour of Zonal Manager, Bank of India payable at Cochin. **Applications without Demand Draft/Payslip will not be considered.**
2. While deciding upon the prequalification of Architects, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Each page of the application shall be signed by the Applicant. The application shall be signed by person/persons on behalf of the organisation having necessary authorisation/ Power of Attorney to do so.
4. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part and a proper reference with page number must be indicated in the main form of application.
5. Applications containing false and/or inadequate information are liable for rejection.
6. While filling up the application with regard to the list of important projects completed (or on hand), the applicants shall include projects relating to institutional/ commercial/ residential buildings costing not less than Rs.200 lac each and shall mention all features and services of the project handled by the applicant such as number of storey of the building, type of foundation and super-structure, total constructed area, services provided etc.. The applicant should, however, enclose the application form collected from the Bank or downloaded from the website along with the application. .
7. Clarifications, if any required, may be obtained from Corporate Services Dept. Bank Of India, Zonal Office, Kerala Zone, Kaloor Towers, Kaloor-Kadavanthra Road, Kaloor, Cochin – 682 017, Tel. No.0484-3254460, 2349557, 2338480. The minimum general Pre qualification criteria shall be as stipulated in this form of application. However, mere fulfillment of minimum eligibility criteria will not entitle for Pre-qualification as Pre-qualification will be done after taking into account various parameters including receipt of satisfactory reports from clients. The firms shall not have any discouraging/ adverse report against their past performance.
10. Contractors are requested to visit the site before submitting the application to acquaint themselves with the site conditions.
11. Applicants shall furnish documentary evidence/certificates in support of their claims of work undertaken and work in hand, failing which the application will be liable for rejection.
12. Intimation to pre-qualified Contractors for future course of action shall be advised separately.
13. Decision of the Bank in regard to pre-qualification of contractors shall be final. The Bank reserves the right to reject any or all applications without assigning any reason thereto.

Signature of the applicant

**Address:**

### **Minimum Pre-qualification Criteria**

- a) The Construction firm shall have minimum 7 years experience in the field of construction of commercial / institutional buildings with all services.
- b) The technical set up with adequate organisational structure shall consist of qualified civil engineers, skilled staff having knowledge and experience to execute the work of Turnkey projects or such nature and magnitude.
- c) The firm must have minimum experience of having successfully completed during last 7 years
  - (i) at least 3 similar projects costing minimum Rs.52.00 lac each,.
  - OR**
  - (ii) at least 2 similar projects costing minimum Rs.65.00 lac each.
  - OR**
  - (iii) at least 1 similar project costing minimum Rs.101.00 lac

The expression similar project shall mean the execution of projects relating to construction of institutional / commercial / residential building .

- d) The firm should preferably have experience in handling projects rendering for Govt. /Public Sector Undertakings/ Nationalised Banks.
- e) The firm should have a proper office infrastructure.

## Part – 1 : Basic Information

### NOTES:

- a) Information has to be filled up specifically in this form only. Do not write remark “As indicated in Brochure or as enclosed” unless asked for by the Bank of India.
- b) Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
- c) Documentary evidence etc. have to be enclosed.

1. Name of the Applicant and address of the Registered office.

Phone No. :                      Fax. No. :  
E-mail address :  
Mobile No. :  
Website, if any :

2. Year of establishment  
(a) (Enclose documentary evidence)

- No. of years of experience in the relevant field  
(b) (Minimum experience required in 5 years in relevant field)

3. .

4. Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. or Co-operative body etc.)

5. Name of the Proprietor/Partners/Directors of Applicant with address and phone Numbers.  
(a)  
(b)  
(c)  
(d)

6. Details of registration – Whether Partnership firm, Company, etc.

Name of Registering Authority, Date and Registration number.

7. Whether the firm has worked for the Government / Semi-Government/Municipal Authorities or any other Public Organisation Banks etc. if so, give details

8. No. of years of experience in the relevant field.  
(Enclose C.A's certificate)

9. Address of office through which the proposed work of the Bank will be handled and the name & designation of the officer in charge.

10. Adequate and satisfactory evidence to indicate financial capacity of the Applicant to undertake the said works with names of Bankers and their full addresses.

(Solvency certificate from a bank & Income tax clearance certificate has to be attached).

11. Yearly turnover of the Organisation during last Three years. (year wise) – As certified by the Chartered Accountant (C.A's certificate has to be enclosed).

Rs. For 2006-07  
Rs. For 2007-08  
Rs. For 2008-09

12. Ability to provide Bank Guarantee or other equivalent form of security from a Nationalised Bank (Specify the amount maximum). Rs.
13. Enclose Performance Certificates from previous clients during last 3 years
14. Whether any Civil Suit/litigation /Arbitration arisen with Govt./Semi Govt./PSU/Banks etc. during the last 5 years/being executed now. If yes, please furnish the details in the proforma given below.

| Sr. No. | Name of the project and employer | Nature of work | Work Order No. & date | Present stage of work | Value of contract (Rs.) | Brief details of the Dispute |
|---------|----------------------------------|----------------|-----------------------|-----------------------|-------------------------|------------------------------|
| 1.      | 2.                               | 3.             | 4.                    | 5.                    | 6.                      | 7.                           |

15. Give reference of two Respectable Consulting Engineers, Architects Officers with Designations from Govt., /Semi Govt./Public Sector Corporation Office with address and phone numbers, who may be directly contacted by the Bank, so as to enquire about your ability, competence, capability of your organisation in confidence.

i)

ii)

Signature of Applicant

**Part 2 : Work capability and previous experience.**

- a) **List of important Projects executed by the organisation during last 7 years costing Rs.101 lac. and above.**  
**(Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)**

| Sr. No | Name of the Project mentioning all features, scope of services and location | Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address & phone no. | Total final value of work (Rs.) | Completion period |        | Whether work was left incomplete or contract was terminated from either side. Give full details. | Any other relevant information |
|--------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|--------|--------------------------------------------------------------------------------------------------|--------------------------------|
|        |                                                                             |                                                                                                                                        |                                 | Total duration o  | Actual |                                                                                                  |                                |
| 1.     | 2.                                                                          | 3.                                                                                                                                     | 4.                              | 5.                | 6.     | 7.                                                                                               | 8.                             |
|        |                                                                             |                                                                                                                                        |                                 |                   |        |                                                                                                  |                                |

Signature of Applicant

NOTES:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.

**Work capability and experience.**

**b) List of important works IN HAND costing Rs. 65 lac and above :**

**(Supporting documentary proofs such as copies of work order etc. to be enclosed failing which the application will be liable for rejection)**

| Sr. No. | Name of the Project and location | Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address. | Contract Amount (Rs.) & date of award of work | Completion Period in months |        | Whether work was left incomplete or contract was terminated from either side. Give full details. | Any other relevant information |
|---------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|--------|--------------------------------------------------------------------------------------------------|--------------------------------|
|         |                                  |                                                                                                                             |                                               | Stipulated                  | Actual |                                                                                                  |                                |
| 1.      | 2.                               | 3.                                                                                                                          | 4.                                            | 5.                          | 6.     | 7.                                                                                               | 8.                             |
|         |                                  |                                                                                                                             |                                               |                             |        |                                                                                                  |                                |

Signature of Applicant

**NOTES:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.

**Work capability and experience.**

c) **List of important works IN HAND costing Rs. 52 lac and above :**

(Supporting documentary proofs such as copies of work order etc. to be enclosed failing which the application will be liable for rejection)

| Sr. No. | Name of the Project and location | Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address. | Contract Amount (Rs.) & date of award of work | Completion Period in months |        | Whether work was left incomplete or contract was terminated from either side. Give full details. | Any other relevant information |
|---------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|--------|--------------------------------------------------------------------------------------------------|--------------------------------|
|         |                                  |                                                                                                                             |                                               | Stipulated                  | Actual |                                                                                                  |                                |
| 1.      | 2.                               | 3.                                                                                                                          | 4.                                            | 5.                          | 6.     | 7.                                                                                               | 8.                             |
|         |                                  |                                                                                                                             |                                               |                             |        |                                                                                                  |                                |

Signature of Applicant

NOTES:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
3. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.