

TECHNICAL BID (PART-I)

**APPLICATION FOR PREQUALIFICATION/SELECTION OF ARCHITECT /
ARCHITECTURAL FIRMS/CONSULTANTS**

(TO BE SUBMITTED THROUGH ONLINE MODE ONLY)

Name of The Applicant: M/s.....

Name of the work: **Consultancy Work for the Construction of Rural Self
Employment Training Institute (R-SETI) at Surajpur,
Chhattisgarh.**

Last date of submission:07/02/2026

Date of opening of technical bid: 3:30 of 09/02/2026 or subsequent date under advice to the
tenders.

Date of opening of price bid: Technically qualified bidder will be notified in advance.

***Central Bank of India
REGIONAL OFFICE***

AMBIKAPUR

**DHANJAL COMPLEX, RING ROAD, NEAR GOVT. POLYTECHNIC, NEMNAKALA,
AMBIKAPUR, DIST. SARGUJA, CHHATTISGARH - 497001**

T. No: +91-7506790797 / +91-7774451283.

www.centralbank.bank.in

DETAILS OF INDEPENDENT EXTERNAL MONITOR (IEM)

1. Shri Anant Kumar
Mail Id: anant_in@yahoo.com
2. Shri Nirmal Anand Joseph Deva
Mail Id: meghanandeva2022@gmail.com

Prequalification & Selection of Architect / consultants

1. Introduction

Central Bank of India was established as the first fully Swadeshi bank by Sir Sorabhji Pochkhanawala in 1911 and was nationalized in the year 1969 by an act of Parliament. The bank is a leading public sector undertaking listed in BSE / NSE. More information is available on our website www.centralbank.bank.in. Bank apart from its Central Office at Mumbai is having more than 5000 Branches, at various centers throughout the length and breadth of the country. The business mix of the bank in the fiscal 2024-25 was more than Rs.7.0 lac Crores.

2. Objective

The Bank is in the process of Construction of Rural Self Employment Training Institute at Surajpur, Chhattisgarh. The Bank intends to select project consultants/architectural firms who can undertake Consultancy Work for the design and complete supervision work of construction of building along with land development, electrification, furnishing etc.

3. General Guidelines

- 3.1 Architect/architectural firms / consultant shall apply for prequalification in prescribed format, which can be down loaded from the web site.
- 3.2 Architect/ architectural firms / consultants shall also authorise the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify architect / consultant's general reputation / competence.

Application form shall be submitted online only through <https://centralbank.abcpurchase.com> for Construction of Rural Self Employment Training Institute at Surajpur, Chhattisgarh. Physical / hard copy bids shall be rejected and shall not be considered for further tender process.

A complete set of tender documents may also be obtained from the link <http://www.centralbank.bank.in>.

- 3.3 The application shall be submitted strictly in the format as mentioned along with the supporting documents.
- 3.4 The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be uploaded along with application.
- 3.5 If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or in hand the applicant shall only include major works handled by the firm.

- 3.6 The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the prequalification of architect/ architectural firms / consultant.
- 3.7 The applicant should ensure that envelope with original Demand Drafts (DD) superscribed “Construction of Rural Self Employment Training Institute at Surajpur, Chhattisgarh”. is delivered at the given address (**Central Bank of India, Regional Office Ambikapur, Dhanjal Complex, Ring Road, Near Govt. Polytechnic, Nemnakala, Ambikapur, Dist – Sarguja, Chhattisgarh - 497001**) **within prescribed date and time (up to 07/02/2026 till 03:00PM)**, as mentioned in the advertisement. If the application is delivered by post or courier, Bank shall not be responsible for delay or loss of the application.
- 3.8 Application containing false and / or incomplete information is liable for rejection.
- 3.9 The applicant should enclose draft (non refundable) for Rs. 2,000/- in favour of Central Bank of India, payable at AMBIKAPUR.**
- 3.10 The bank reserves right to accept or reject any or all the application.
- 4.0 The eligibility criteria for pre-qualification shall be as under :-**
- 4.1 The applicant should have minimum 5 years’ as an architect/ project consultant and experience in the field of institutional buildings.
- 4.2 The architects/ architectural firms / consultants should have during immediate last **seven** years as on March 31, 2025 done at least three similar projects of minimum value of **Rs. 0.80 Crores, two similar projects minimum value Rs. 1.0 Crores or single project of Rs. 1.6 Crores** for any Government/Semi-Government / Private Sector. The applicant shall submit completion letter from the principal employer as proof of his claim.
- 4.3 The architect / consultant should be member of Council of Architecture, Institution of Engineers,. If the firm is a partnership firm or limited company then it should be as per Council of Architecture Public Notice dated 20.05.2013.
- 4.4 The architects/ architectural firms / consultants should have PAN & GST no.
- 4.5 Report regarding satisfactory performance from minimum 2 clients shall be submitted.
- 4.6 Consultancy Firm should have an annual turnover **of Rs. 20.00 Lacs** at least in one year among last three years (only the professional fee towards consultancy shall be accounted for).
- 4.7 The firm should have adequate organizational structure comprising of qualified architects, engineers, specialist, other technical officers and staff along with associated if any, to execute work of such nature and magnitude.

Similar Work definition: work of design and supervision of Institutional / Multi storeyed Housing buildings over a minimum area of 1 Acre for large Government/Semi-Government / Private Sector organization along with site development, water supply, sewage, electrical, fire detection & fighting, wired internet & security etc.

5.0 Conflict of interest –

- 5.1 The applicant/s should not have controlling shares / should not be owner of 2 firms submitting the applications
- 5.2 The applicant (including their staff and sub contractors) should not have a business or family relations with such members of bank staff who are directly or indirectly involved in the project.
- 5.3 The applications having conflict of interest shall be rejected.

5.0 Project Brief

Description of Project: The project involves the Construction of Rural Self Employment Training Institute on approximately 0.5 acre land at Surajpur, Chhattisgarh. The building should be a G+1 Structure with a total built up Area of not more than 8000 sq. ft. (Eight Thousand Square Feet) with an estimated cost of 2.0 crores.

The building shall comprise of following facilities on Each of the Floors:

Ground Floor:

- a) Reception Desk
- b) Principal's Cabin
- c) Director's Cabin
- d) Counsellor's Cabin
- e) Staff Office
- f) Office Toilet
- g) Two Class Rooms accommodating around 30 Trainees each
- h) Toilet for Girls'
- i) Toilet for Boys'
- j) Physically Handicapped Toilet
- k) Computer Lab for 25 to 30 people
- l) Library for 15 to 20 people
- m) Dining hall for around 25 people at a time with Kitchen, Washing Area and Pantry
- n) Staff Rest room with Toilet and Pantry

First Floor:

- a) Girls' Dormitory for 20 (10x2, Bunk Bed) with attached Toilet and Bathing Area
- b) Boys' Dormitory for 20 (10x2, Bunk Bed) with attached Toilet and Bathing Area
- c) Guest Room with attached Toilet
- d) Two Staff Residence with Bedroom, Toilet and Kitchen
- e) Director's Residence comprising of Drawing cum Dining Hall, Two Bedrooms, Kitchen and Bathroom.

SCOPE OF WORK: Regional Office - AMBIKAPUR intends to avail comprehensive preparation of Survey Plan of the Site/testing of the bearing Capacity, Contour plan showing the NSL of Site /layout Plan/ Architectural Drawings as per requirement of Development Authorities in accordance with guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and

guidelines for internal Electrical Services/ Internal Public Health Services (Plumbing), Toilet details, stair case details, joinery details, drawings for shutters etc. / layout plan including Designing & Planning of sewerage system (including disposal work), drainage, water supply system, structural design including foundation design duly vetted from any Government Engineering College or NITs, Preparation of detailed estimates for completion of work to the entire satisfaction of Officer-in-Charge. The Consulting Firm shall be responsible for the following scope of work:-

- a) Preliminary Planning Stage: Preparation of the concept drawings & detail drawings to be evolved as per provisions / rules applicable to the area of all buildings, guidelines and space standards for barrier free built Environment.
- b) Drawings For Estimates: Prepare drawings, including structural designing of all works mentioned above in consultation with the Officer-in-Charge and also obtain approval for all subsequent changes / deviations and to make available all documents pertaining to the same to the Officer-in-charge. The structural drawings should be got proof checked and approved from any Government /Autonomous Engineering Institute / Research Institute.
- c) Detailed Estimate And Tendering: Prepare and supply DNIT along with detailed of calculations for all items of work together with detailed specification and detailed architectural drawings, foundation drawings. Detailed estimate on standard schedules and tender documents sufficient to enable the Officer-in-charge to invite tenders for each sub-head/ packages.
- d) Directing and coordinating all Architectural, structural Engineering and surveying work and prepare (with help of Officers, surveyor and other Consulting Firms, as necessary) complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking approval from the authorities and for placing the main and other subsidiary contracts
- e) Working Drawing Stage: Preparation of detailed drawings of Architectural, Structural, Electrical, Landscaping Services etc. and all the services mentioned under the Head INTENT including drawings showing details of all utility services internal & external details of specification of all special items of work that may be involved and preparation of model of the project.
- f) Construction Stage: Supply all Architectural, Structural and Services working drawings, specification and details which may be required for proper execution of the work. Prepare and obtaining approval from the Officer-in-charge for any material deviation in design of cost of the working drawings schedule and specifications for the approval scheme of approved cost of the work.
- g) On Completion: Prepare completion drawings including elevations and section and structural details indicating details of building and all services of built and supply four (4) sets of completion drawings to Officer-in-charge including one soft copy. These are in addition to drawings details mentioned in above clauses.

NUMBER OF DRAWING SETS AND DOCUMENTS TO BE SUPPLIED

Consulting Firm shall submit to the Officer-in-charge the following:

1	Supplying of Design/ Drawings for Architectural/ Civil/ structural design / electrical / plumbing / sewerage, drainage, water supply/ rain water harvesting system etc	Four (4) sets for each services for the project
2	Supply of detailed estimate of each service as mentioned at 1 above.	Three (3) sets of each work of the project
3	Supply of DNIT/ Tender Documents of each service as mentioned at 1 above.	Three (3) sets of each work of the projects
4	Completion drawings of all services	Four (4) sets
5	Back up of all the documents mention from (1) to (3) above	1 pendrive

ACTIVITY TIME FRAME

	Activity	Time Frame	Remarks
1	Pre construction activities		
a	Preliminary design	15 days	
b	Final design	10 days	Final design to be Submitted after approval of Preliminary design by the Officer-in-charge.
c	Preparation of drawings for detailed estimate	15 days	
d	Tender document with “DNIT” and detailed estimate and draft tender document for calling of tenders.	20 days	
2	During construction		
a	Preparation of working drawings as and when required	1 week in advance	
b	Supply of working drawing good for each activity for construction during progress of work	1 week in advance	

GENERAL CONDITIONS

1. The design shall be economical & Use of modern concept and innovative design shall be given weightage.
2. Each page of the documents should be signed by the bidder or his authorized representative. Offer shall be submitted online only as prescribed in bid documents
3. The project should be designed confirming to the prevailing building bye-laws, NBC, guidelines and space standards for barrier free built environment. The Consultant will have to make modifications in the Architectural Drawings and Structural Drawings as per the requirement of the Higher Authorities at any stage during the currency of the work for which no extra payment will be made.
4. The interim payment of consultancy bill in respect of complete items of work shall be made on Pro-rata basis fees being worked out based on quantum of work completed for different item of work.
5. Consulting Firm shall submit the time frame for completion of various stage of the job of works assigned to them.
6. Consulting Firm shall also submit all originals in form of soft copy (pen drive) of tracing of the drawings and other documents like estimates, analysis of rates of various items & tender documents.
7. Statutory taxes or any kind of tax and its increase or decrease after submission/ opening of offers shall deemed to be included in the fee quoted herein. No claim shall be entertained.
8. Termination: In case Consulting Firm fails to fulfill its duties diligently as per the completion time schedule, its services shall be terminated with 7 days' notice.
9. In the event of any dispute between the parties hereto arising out of or in any way relating to or concerning this consultancy work the same shall be referred to the Sole Arbitrator not below the rank of Chief Manager either serving or retired appointed by the Regional Head, Regional Office - AMBIKAPUR. The award of the Arbitrator so appointed shall be final and binding on both the parties. The Arbitrator shall give written reasons for his award.
10. All design and drawings should be based on original concept (Should not be copy of the any of the project situated anywhere) and copy right of all drawings and design made by the Consulting Firm will remain the property of the Central Bank.
11. A continuous liaison shall be maintained by the Consulting Firm with the Officer-in-charge and Architect during preparation and presentation of Design and Drawings. Any advice tendered by the Officer-in-Charge in respect of the Design and Drawings shall be binding on the Consulting Firm.
12. Consulting Firm will be responsible for the correctness of Design and Drawings of all the components of the building.
13. No claim shall be entertained on account of increase in the wages of the staff, material etc. required directly or indirectly for preparation and presentation of Design and Drawings.
14. Officer-in-charge reserves the option and right to cancel the Contract if it is found during the currency of the Contract that the speed of the work done does not commensurate with the time elapsed and re-allot the same to any other Consulting Firm with due notice without liability of any kind of payment or any compensation.
15. Rates quoted by the Consulting Firm shall be for complete work in all respects and include supply/carriage of laboratory equipments, machinery, material royalty, octroi

charges and all other taxes **excluding GST**. No claim on account of fluctuation of price due to any cause shall be entertained.

16. Taxes shall be paid by the Consulting Firm themselves direct to the respective departments in accordance with their rules and regulations in force from time to time without intervention of Central Bank of India, Regional Office - AMBIKAPUR. However Income Tax shall be deducted at source from the payments due to the Consulting Firm as per provisions of Income Tax Act.
17. Nothing extra shall be paid for material/labor required for the work directly or indirectly and the rates to be quoted by the Consulting Firm shall include all the charges thereof.
18. Consulting Firm shall strictly follow the methodology and sequences of operation etc. as given by it in its technical data and accepted by the officer-in-Charge. Any modification can be allowed only with the prior approval of the officer-in-Charge.
19. Central Bank shall be entitled to copy right of all the documents, drawings and other materials produced for the purpose of this project by the Consulting Firm who shall not use any of such documents or material for any other purpose other than project except with the permission of the Officer-In-Charge. The Corporation shall have the full right to utilize fully or partly any part of the Design/Drawings on any other building of Central Bank.
20. Any other detail which is considered necessary and relevant to the work and not covered in the scope of work above and directed by Officer-in-Charge shall also be deemed to have been covered in the scope of work and shall be carried out by the Consulting Firm without any extra cost to Central Bank of India.
21. All disputes regarding this work shall be restricted to Civil Courts located at AMBIKAPUR.
22. Officer-in-charge or his representative shall have the right to watch and supervise the work.
23. Consulting Firm should be available at site of project for discussion or assistance, if required by the Officer-in-charge without any extra charges.
24. Officer-in-charge reserves the option to take away any item of work or any part thereof at any time during the currency of the Contract and re-allot it to any other Consulting Firm with due notice to the Consulting Firm without liability of any kind or payment of any compensation.
25. In case, the Consulting Firm abandons the work for any reason whatsoever or becomes incapacitated from providing Services as per aforesaid agreement then Central Bank will make the payment of the Consultancy Charges payable for the services so provided up to that stage stipulated in the agreement after making 10% (Ten Percent) deduction of the Total Fees payable to the Consulting Firm under this agreement. In case, the 10% deduction of Total Fee payable to Consulting Firm is more than the amount payable to the Consulting Firm then the Firm has to deposit the balance amount.
26. In case the Central Bank decides to scrap the project due to any reason at any stage, the fee as payable as per agreement up to that stage will be paid to the Consulting Firm.
27. In case the Central Bank decides to change the scope of the work during the currency of the scope of the work and the Central Bank decide to avail Consultancy Services according to the changed scope of work from the Consulting Firm then the Consulting Firm will have to provide the services as per the new concept at the Fee already decided. However, the payment up to the stage the services provided by the Consulting Firm as per the previous concept will also be paid. The payment of different stages will be determined as per the stages prescribed in the agreement.

28. Consulting Firm shall agree to redesign at their cost any portion of their Engineering and design work which due to their failure to use a reasonable degree of design skill is found defective within ten years from the date of start of regular use of the portion of the work affected. Central Bank shall grant right of access to the Consulting Firm for inspection of those portions of the work as are claimed to be defective. Central Bank may make good its loss by recovery from the Consulting Firm in case of failure to comply with the above clause.
29. Consulting Firm shall be bound to repeat the above said work, if scope of work is increased due to change of the policy/building related Bye-laws by the Government in the same cost. No claim shall be entertained on this account.
30. Consultant firm shall consider all necessary provisions of the I.S Codes in respect of the Loads & Earth Quakes.

*(The term Central Bank used in above conditions represents the Regional Office-AMBIKAPUR, Central bank of India)

Regional Head,
Central Bank of India, Regional Office – AMBIKAPUR
DHANJAL COMPLEX, RING ROAD,
NEAR GOVT. POLYTECHNIC, NEMNAKALA,
AMBIKAPUR, CHHATTISGARH - 497001,
Date 13/01/2026

**To,
The Regional Head,
Central Bank of India,
Regional Office,
Ambikapur**

SUB : Application for pre-qualification/selection as architect / consultant

Dear Sir,

1. I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorize Bank to approach our employers, clients, corporation organization etc. to verify the facts submitted by us.

**Seal & Signature of
Contractor(s)/ Firm**

Information to be furnished by the applicants

1	Name of the organisation		
2	Address	Postal address	
		Telephone nos	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		
5	Name of Directors/ Partners? Proprietor		i) ii) iii)
6	Whether registered as a member of the Indian Institute of Architect / Engineers / Council of Architect. If so, mention number and date. (Enclose copy)		
7	Name and address of Bankers		i) ii) iii) iv)
8	Name of projects to be considered for fulfilling eligibility criteria executed during last three years by the firm. (Details to be furnished in proforma 1)		i) ii)
	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i) ii) iii)

	If you are registered in panel of other organisation / Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.	i) ii) iii) iv)
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List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate/ Memorandum of association
2. GST registration
3. Income tax registration certificate
4. Tax clearance certificate.
5. Proforma – 1
6. Proforma – 2
7. Proforma – 3
8. Proforma – 4
9. Photograph of major work executed.
10. Completion certificates from clients for the work fulfilling eligibility criteria.
11. Turn over certificate from Chartered Accountant.
12. Demand draft / pay order of Rs. 2,000.00 in favor of Central Bank of India payable at
13. Authority letter to sign the application where ever required(whenever applicable)
14. Performance report from minimum two clients in sealed cover.
15. Audited balance sheet for 2022-23, 2023-24, & 2024-25.

Articles of Agreement*

(*All expense, stamp duty and other expenses in connection with the execution of agreement to be borne by PMC)

This Agreement made aton the.....day of.....2025 between Central Bank of India, a body Corporate constitutes under the provisions of Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office/ Registered Office at Chander Mukhi, Nariman Point, Mumbai, and Regional Office, Ambikapur, Chhattisgarh (hereinafter referred to as the "**Bank**") of the ONE PART

and herein called the Project Architect/ Project Consultant of the OTHER PART.

Whereas the Bank intends to Construct RSETI Building at Surajpur (hereinafter called "the Project" and WHEREAS the Bank has approved the appointment of the Architect /Consultant as "Project Consultant" for the purpose of Construction of RSETI Building at Surajpur **Letter No.dated.....and Architect's bid (Technical and Price bid datedin response to Banks Tender notice No.....Dated.....submitted to Bank's office**

NOW THIS DEED WITNESSETH and the parties hereto hereby agree as follows:

1. (A) - The Bank agrees to pay the Project Architect / Consultant as remuneration for the professional services to be rendered by the Project Architect / Consultant in relation to the said Project particularly for the services hereinafter mentioned, a fee calculated at % (to be quoted in separate envelope as price bid) of the actual cost of work / accepted tender cost whichever is less + GST. The said fees being hereinafter called as "Basic fee". The said fee is inclusive of extension of time permitted for the works or delay in completion of the works by the contractors but excluding of GST. Nothing extra will be paid for increase in project cost due to escalation in prices of material and labor. In case there is an increase in the actual project cost over the accepted tender cost, the payment to the Project Architect / Consultant shall be worked out on the actual cost of work arising as a result of authorized changes in the specifications and / or quantities of the scheduled items or the operation of duly approved additional, substitute or extra items, if any, such actual cost and not the accepted tender cost (without taking into account any escalation), will be considered as the cost on the basis of which basic fees will be worked out subject to the ceiling worked out as given below in Notes(B-V):

(B) Notes:

I. The fees as stated hereinabove will also be applicable to engineering services work that may be assigned to the Project Architect/ Consultant for overall completion of the Project.

II. The fees as stated herein above will be first adjusted on the basis of latest available approved estimated cost of Project and after tenders have been received then on the lowest bonafied tendered cost of Project. For stage of payment – 6 and onwards of this tender document, progressive payment will be made on the basis of cost of works

i.e. value of works done by contractors.

III. The final installment of fees shall be adjusted on the basis of actual cost of works

i.e. actual project cost and amount paid as per above stages of payment mentioned in this tender document subject to the stipulations and ceiling given in clause 1 (A) above and B-V below.

IV. For calculation of fees bought items shall be excluded. Decision of Bank in this regard will be final and binding. Bought out items will be accessories which are standardized supply only items like electrical fixtures such as fans, Air-conditioners, bed, tables, chairs, sofas, dressing table etc. However, if the services of consultant are availed for finalization / design of these items, fee@25% of basic / quoted fees shall be payable on the cost of item.

V. The above fee is subject to overall ceiling of 110% of the "Basic fee" worked out on the accepted tender cost or actual project as per clause (A) above.

2. The Stages of payment and other financial and payment terms shall be as per this tender document including Price Bid.
3. All the Terms and Conditions related to duties, scope of work and general and other conditions, shall be as per your tender bid dated (enclosed) in response to Banks Tender notice No.....Dated..... , corrigenda issued if any, Work order letter no.....dated..... all accepted & submitted by you to Bank's office.
4. The Integrity Pact as per this document.

(For & On behalf of the Bank)

Architect)

(Office Seal)

For & On behalf of Bidder/

(Office Seal)

..... Place & Date

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
				Yes	No
1.	Registrar of firms and societies/ Registrar of Companies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
4.	GST registration no.				
5.	Details of EPF account and registration				
6	Council of Architecture Registration no.				

FINANCIAL STATUS

Sr. no	Financial year	Fee Income of the firm (in Rs. Lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2022-23				
2	2023-24				
3	2024-25				

PROFORMA –1
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner / consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								

Signature of the Applicant

PROFORMA- 2
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr.No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

PROFORMA –3

PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant

PROFORMA – 4A
ASSOCIATES

S. NO.	Name	Address	Phone No	e-mail
1.				
2.				
3.				
4.				
5.				

Note: The firmr shall submit consent letter from the concerned firm along with the application

PROFORMA – 4B
Reference

S. NO.	Name	Address	Phone No	e-mail
1.				
2.				
3.				

ANNEXURE ON GST

Registration & GST Rate

1. Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (copy of PAN to be enclosed).
2. Tender will be considered/ accepted, if & only if the vendor has a valid GST Registration No.
3. Central Tax/ State Tax/ Integrated Tax/ Union Territory tax to be quoted as extra in %.
4. Bidders to ensure correct applicability of Central Tax/ State Tax/ Integrated Tax/ Union Territory tax based on the Inter / Intra state movement Supply of goods and provision services or both.

Invoicing & Payment

5. The Tax Invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following :-
 - a. CENTRAL BANK OF INDIA CHHATTISGARH: GSTIN: 23AAACC2498P4Z8
 - b. HSN Code or Service Accounting Code for supply of goods or services.
 - c. Name & address of supplier
 - d. GSTIN of Supplier
 - e. Consecutive Serial Number & date of issue
 - f. Description of goods or services
 - g. Total value of supply
 - h. Taxable value of supply
 - i. Tax Rate – Central Tax & State Tax or Integrated Tax, Cess
 - j. Amount of Tax charged
 - k. Place of supply
 - l. Address of delivery if different from place of supply
 - m. Signature of authorized signatory
6. Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider:-
 - i. Uploading the onward GST Return (GSTR-1) in GSTN Network portal within the statutory time period.
 - ii. Discharging the GST tax liability to the Government.

- iii. Submission of Tax Invoice to BANK.
- iv. Submission of proof of payment of GST to BANK.
- v. Availment of Input Tax Credit by BANK.

Input Tax Credit

- 7. In case GST credit is delayed/ denied to BANK, due to non/delayed receipt of goods and/or services and/or tax invoice or expiry of timeline prescribed in GST Law for availing such ITC, or any other reason not attributable to BANK, GST amount shall be recoverable from Vendor along with interest & penalty levied/ leviable.
- 8. In case vendor delays declaring such invoice in his return and GST credit availed by BANK is denied or reversed subsequently as per GST law, GST amount paid by BANK towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest & penalty levied/ leviable on BANK.
- 9. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/service, then BANK will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal).
- 10. For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, along with penalty, if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
Penalty for Non-compliance of GST Act
- 11. Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

Other Provision

- 12. Any reduction in rate of Tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices.
- 13. All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST).
- 14. GST payable under reverse charge (RCM) for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/vendor but will be directly deposited to the government by the Bank.
- 15. The Prices quoted must be exclusive of GST, which will be payable extra as per applicable rules and subject to Submission of documentary evidence.**

Process of e- tendering

Instructions to Bidders – e tendering

The Bidders participating through e-Tendering for the first time, for Central Bank of India will have to complete the Online Registration Process on the portal. All the bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having -2- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using the bidder's authorized individual's (Individual certificate is allowed for proprietorship firms) Digital e- Token. If any assistance is required regarding e-Tendering (registration / upload / download/ Bid Preparation / Bid Submission), please contact on the support numbers given in the support details.

Registration Process for Bidders

- a) Open the URL: <https://centralbank.abcpocure.com/EPROC/>
- b) On Right hand side, Click and save the Manual "**Bidder Manual for Bidders to participate on e-tender**"
- c) Register yourself with all the required details properly.
- d) TRAINING: Agency appointed by the Bank will provide user manual and demo / training for the prospective bidders
- e) LOG IN NAME & PASSWORD: Each Vendor / Bidder will be assigned a Unique User Name & Password by the agency appointed by the Bank. The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from the agency appointed by the Bank.

GENERAL TERMS & CONDITIONS: Bidders are required to read the "Terms and Conditions" section of the portal (of the agency concerned, using the Login IDs and passwords given to them).

Bid Submission Mode.	https://centralbank.abcpocure.com/EPROC Through e-tendering portal (Class II or Class III Digital Certificate with both Signing & Encryption is required for tender participation)																								
Support person and phone number for e-tender service provider for any help in accessing the website and uploading the tender documents or any other related queries.	<p>e-Procurement Technologies Limited</p> <p>Technical Support Team</p> <p>Mr. Sujith Nair: 079 68136857 sujith@eptl.in</p> <p>Ms. Geeta : 079 90334460</p> <p>geeta@auctiontiger.net</p> <p>Ms.Khushboo : 09510813528</p> <p>khushboo.mehta@eptl.in</p> <p>Ms. Pooja : 09328931942 pooja.shah@eptl.in</p> <p>Ms. Komal : 07904407997 komal.d@eptl.in</p> <p>Mr Nandan Valera : 9081000427 nandan.v@eptl.in</p> <p>Ms Vrusha Soni : 9904407997 vrusha@eptl.in</p> <p>Mr Jaymeet : 6354919566</p> <p>Mobile Numbers: +91-9904407997 9081000427</p> <p>Additional contact details for the vendor support:</p> <table><tr><th>Sr</th><th>Name</th><th>Mobile No.</th><th>Email ID</th></tr><tr><td>1</td><td>Fahad Khan</td><td>6352631766</td><td>fahad@eptl.in</td></tr><tr><td>2</td><td>Shaikh Nasruddin</td><td>6352632098</td><td>shaikh@eptl.in</td></tr><tr><td>3</td><td>Jay Vyas</td><td>9265562819</td><td>jay.v@eptl.in</td></tr><tr><td>4</td><td>Mubassera Mansuri</td><td>7859800621</td><td>mubassera@eptl.in</td></tr><tr><td>5</td><td>Hiral Purohit</td><td>6352631968</td><td>hiral.purohit@eptl.in</td></tr></table>	Sr	Name	Mobile No.	Email ID	1	Fahad Khan	6352631766	fahad@eptl.in	2	Shaikh Nasruddin	6352632098	shaikh@eptl.in	3	Jay Vyas	9265562819	jay.v@eptl.in	4	Mubassera Mansuri	7859800621	mubassera@eptl.in	5	Hiral Purohit	6352631968	hiral.purohit@eptl.in
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Note: please note Support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.

- f) All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
- g) BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to sell. Bids once made by the bidder cannot be cancelled. The bidder is bound to sell the material as mentioned above at the price that they bid.

Preparation & Submission of Bids

The Bids (Eligibility Cum Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted “ON LINE” shall be summarily rejected. No other form of submission shall be permitted.

Dos and Don'ts for Bidder

- Registration process for new Bidder's should be completed at the earliest
- The e-Procurement portal is open for upload of documents with immediate effect Hence Bidders are advised to start the process of upload of bid documents well in advance.
- Bidder has to prepare for submission of their bid documents online well in advance as the upload process of soft copy of the bid documents requires encryption (large files take longer time to encrypt) and upload of these files to e-procurement portal depends upon bidder's infrastructure and connectivity.
- To avoid last minute rush for upload bidder is required to start the upload for all the documents required for online submission of bid one week in advance.
- Bidder to initiate few documents uploads during the start of the RFP submission and help required for uploading the documents / understanding the system should be taken up with e-procurement bidder well in advance.
- Bidder should not raise request for extension of time on the last day of submission due to non-submission of their Bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.
- Bidder should not raise request for offline submission or late submission since only online e-Procurement submission is accepted.
- Part submission of bids by the Bidder's will not be processed and will be rejected.

Terms & Conditions of Online Submission

1. Bank has decided to determine L1 through bids submitted on Bank's E-Tendering website <https://centralbank.abcpocure.com/EPROC>. Bidders shall bear the cost of registration on the Bank's e-tendering portal. Rules for web portal access are as follows:
2. Bidder should be in possession of CLASS II or CLASS III-Digital Certificate in the name of company/bidder with capability of signing and encryption for participating in the e-tender. Bidders are advised to verify their digital certificates with the service provider at least two days before due date of submission and confirm back to Bank.
3. Bidders at their own responsibility are advised to conduct a mock drill by coordinating with the e-tender service provider before the submission of the technical bids.
4. E-Tendering will be conducted on a specific web portal as detailed in (schedule of bidding process) of this RFP meant for this purpose with the help of the Service Provider identified by the Bank as detailed in (schedule of bidding process) of this RFP.
5. Bidders will be participating in E-Tendering event from their own office / place of their choice. Internet connectivity /browser settings and other paraphernalia requirements shall have to be ensured by Bidder themselves.
6. In the event of failure of their internet connectivity (due to any reason whatsoever it may be) the service provider or Bank is not responsible.
7. In order to ward-off such contingent situation, Bidders are advised to make all the necessary arrangements / alternatives such as back –up power supply, connectivity whatever required so that they are able to circumvent such situation and still be able to participate in the E-Tendering Auction successfully.
8. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
9. Failure of power at the premises of bidders during the E-Tendering cannot be the cause for not participating in the E-Tendering.
10. On account of this, the time for the E-Tendering cannot be extended and BANK is not responsible for such eventualities.
11. Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of E-Tendering irrespective of the cause.
12. Bank's e-tendering website will not allow any bids to be submitted after the deadline for submission of bids. In the event of the specified date and time for the submission of bids, being declared a holiday for the Bank, e-tendering website will receive the bids up to the appointed time on the next working day. Extension / advancement of submission date and time will be at the sole discretion of the Bank.
13. During the submission of bid, if any bidder faces technical issues and is unable to submit the bid, in such case the Bank reserves its right at its sole discretion but is not obliged to grant extension for bid submission by verifying the merits of the case and after checking necessary details from Service provider.

14. Utmost care has been taken to reduce discrepancy between the information contained in e-tendering portal and this tender document. However, in event of any such discrepancy, the terms and conditions contained in this tender document shall take precedence.

15. Bidders are suggested to attach all eligibility criteria documents with the Annexures in the technical bid.

Guidelines to Contractors on the operations of Electronic Tendering System of Central Bank of India

Pre-requisites to participate in the Tenders

Registration of Bidders on Electronic Tendering System on Portal of CBI: The Bidders Non Registered in Central Bank of India and interested in participating in the e-Tendering process of CBI shall be required to enroll on the Electronic Tendering System. To enroll Bidder has to generate User ID and password on the

“<https://centralbank.abcpurchase.com/EPROC>”

Registration of New bidders: <https://centralbank.abcpurchase.com/EPROC/bidderregistration>

The Bidders may obtain the necessary information on the process of Enrollment either from Helpdesk Support Team: 079-68136815, 9879996111 or may download User Manual from Electronic Tendering System for CBI. i.e. <https://centralbank.abcpurchase.com/EPROC>

Preparation of Bid & Guidelines of Digital Certificate

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a Digital Certificate (Class – II or Class – III). This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/ Decryption)

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Digital Certificate.

Certificate which is used to encrypt the data / information and Signing Digital Certificate to sign the hash value during the Online Submission of Tender stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per Indian Information Technology Act, 2000 and subsequent amendment.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Central Bank of India as per Indian Information Technology Act, 2000 and subsequent amendment. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub

Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

The bidder should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encryption.

Recommended Hardware and Internet Connectivity

To operate on the Electronic Tendering System, the Bidder are recommended to use Computer System with at least 1 GB of RAM and broadband connectivity with minimum 512 kbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and 3G connection is recommended for better performance.

Operating System Requirement: Windows 7 and above Browser Requirement (Compulsory): Internet Explorer Version 9 (32 bit) and above and System Access with Administrator Rights.

Toolbar / Add on / Pop up blocker

Users should ensure that there is no software installed on the computers which are to be used for using the website that might interfere with the normal operation of their Internet browser. Users have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on users' settings, prevent the access of the EAS application.

Online viewing of Detailed Notice Inviting Tenders

The Bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by CBI on the home page of CBI e-Tendering Portal on <https://centralbank.abcprocure.com/EPROC>.

Download of Tender Documents:

The Pre-qualification / Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must purchase the bidding documents via Demand Draft mode by filling the cost of tender form fee.

Online Submission of Tender

Submission of Bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of CBI. The templates may be either form based, extensible tables and / or unloadable documents. In the form based type of templates and extensible table type of templates, the Bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool.

In case Unloadable document type of templates, the Bidders are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

Notes:

- a) The Bidders upload a single documents unloadable option.
- b) The Bid hash values are digitally signed using valid class – II or Class – III Digital Certificate issued any Certifying Authority. The Bidders are required to obtain Digital Certificate in advance.
- c) The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.
- d) This stage will be applicable during both. Pre-bid / Pre-qualification and Financial Bidding Processes.

The documents submitted by bidders must be encrypted using document encryption tool which available for download under Download section on <https://centralbank.abcprocure.com/EPROC>

Steps to encrypt and upload a document:

- Select Action: Encryption -> Tender ID: (enter desired tender ID) -> Envelope: (Technical / Price Bid) -> Add File: (Select desired document to be encrypted) -> Save File(s) to: (select desired location for encrypted file to save).
- After successful encryption, format of encrypted file will change to .enc which is required to be uploaded by bidders.
- After encryption bidders are required to upload document as per the mandatory list mentioned in the envelope i.e Technical / Commercial.

Note: Bank and e-Procurement Technologies Limited shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidder can fix a call with support team members in case guidance is required by calling on below mentioned numbers.

Bidders need to take extra care while mentioning tender ID, entering incorrect ID will not allow Bank to decrypt document.

Close for Bidding:

After the expiry of the cut- off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

Online Final Confirmation:

After submitting all the documents bidders need to click on “Final Submission” tab. System will give pop up “You have successfully completed your submission” that assures submission completion

Short listing of Bidders for Financial Bidding Process:

The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding Process. The short listed Bidders will be intimated by email.

Opening of the Financial Bids:

The Bidders may join online for tender Opening at the time of opening of Financial Bids. However, the results of the Financial Bids of all Bidders shall be available on the e-Tendering Portal after the completion of opening process.

Tender Schedule (Key Dates):

1. The Bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.