



## निविदा सूचना

सेंट्रल बैंक ऑफ इंडिया पुणे आंचलिक कार्यालय, पुणे और इसके समूह क्षेत्र में विविध निम्नलिखित कार्यों के लिए ठेकेदार तथा सेवा प्रदाता को सूचीबद्ध करने के प्रयोजन हेतु निविदा आमंत्रित करता है :-

- 1) सिविल, इन्टरियर, कार्पेंटरी, फर्नीशिंग और संबन्धित कार्य
- 2) इलैक्ट्रिकल और संबन्धित कार्य
- 3) एयर कंडिशनिंग इन्स्टालेशन और मेंटेनन्स कार्य

निविदाकार का नाम :- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

निविदा प्रस्तुत करने की अंतिम तिथि: 30/05/2025 दोपहर 03:00 बजे तक

निविदा खोलने की तिथि: 30/05/2025 दोपहर 03:30 बजे

निविदा शुल्क: डिमांड ड्राफ्ट के रूप में ₹2,000 (₹ दो हजार मात्र) अप्रतिदेय

सेंट्रल बैंक ऑफ इंडिया,  
व्यवसाय सहायता विभाग  
पहिली मंजिल आंचलिक कार्यालय  
317 एम जी मार्ग, कैप  
पुणे 411001  
दूरभाष:- 020-26131611-14  
[gadpunezo@centralbank.co.in](mailto:gadpunezo@centralbank.co.in)  
[archpunezo@centralbank.co.in](mailto:archpunezo@centralbank.co.in)



## NOTICE INVITING TENDER

**Central Bank of India Zonal Office Pune is inviting application from Contractors and service providers for empanelment in various understated works/ services categories for Pune and its Agglomeration areas:-**

- 1) Civil, interior, carpentry, furnishing and allied works**
- 2) Electrical and allied works**
- 3) Air-conditioning installation and maintenance works**

**Name of Applicant - \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

**Last Date of Submission: 30/05/2025 at 3.00 PM**

**Date of Opening of bids: 30/05/2025 at 3.30 PM**

**Tender fee: ₹ 2,000.00 non-refundable in the form of DD**

**CENTRAL BANK OF INDIA,**  
Business Support Department,  
1<sup>st</sup> floor, Zonal Office,  
317, M G Road, Camp,  
Pune 411001  
Ph: - 020-26131611-14  
[gadpunezo@centralbank.co.in](mailto:gadpunezo@centralbank.co.in)  
[archpunezo@centralbank.co.in](mailto:archpunezo@centralbank.co.in)

**Notice for Empanelment of Contractors**  
**NIT no. ZO/PUNE/BSD/2025-26/40**

Central Bank of India, Zonal Office Pune is in process of empanelling contractors / vendors in the field of **(I) Civil, Interior, carpentry, furnishing and allied Work (II) Electrical works** and **(III) Air conditioning Work** for refurbishing/ renovation/ repairs of offices/ residential/ any other premises of Bank owned/ rented under **Pune city and its agglomeration area**.

The prequalification/eligibility criteria, the services to be rendered, terms and conditions of empanelment and prescribed formats for submission of application can be downloaded from the Bank's website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) under tenders and from Govt. portal [www.eprocure.gov.in](http://www.eprocure.gov.in) from **09/05/2025** to **30/05/2025**

Interested Firms/Individuals complying with prescribed eligibility criteria should ensure submission of their applications in the prescribed format with supporting documents at our office latest **by 3.00 pm on 30/05/2025**. **Bids shall be opened on 30/05/2025 at 3.30PM**. Bidder/ his authorized representative shall remain present for the bid opening.

Applications received after due date and time will not be entertained. The Bank reserves its rights to accept any or to reject all the applications without assigning reasons therefor and we shall entertain no correspondence.

Sealed empanelment Application should be submitted, super scribing the work / purpose **“Application for Empanelment of contractor for \_\_\_\_\_ work for Pune city and its agglomeration area”** and with full contact details of the applicant. A tender fee (non-refundable) amounting to ₹2,000/- in the form of DD in the name of Central Bank of India payable at Pune shall be submitted in a separate cover along with application. Any tender without tender fees shall be summarily rejected. MSME exemption as per govt rules shall apply for tender fee.

**The contractors who intend to apply for more than one category have to apply for each category using separate application form and fee.**

Bank shall not be bound to empanel any or all applicants and reserves the right to reject any applicant(s) or revoke the empanelment without assigning any reason thereof.

Empanelment should not be construed by the applicant as an assurance of contract award or accreditation by the Bank.

**ASST.GENERAL MANAGER  
BUSINESS SUPPORT**

**Disclaimer:-**

This document is intended solely for the use of the Central Bank of India and for those individuals or entities interested in participating in the empanelment process outlined herein and is subject to applicable Copyright Laws.

The information provided herein is made available to prospective bidders solely for the purpose of enabling them to submit their bids in accordance with the terms and conditions set forth in this Tender Document and related provisions. Bids are invited for the empanelment of Contractors under each category of works ((I) Civil, Interior, carpentry, furnishing and allied Work (II) Electrical works and (III) Air conditioning Work) for refurbishing/ renovation/ repairs of offices/ residential/ any other premises of Bank owned/ rented under **Pune city and its agglomeration area**.

This Tender Document does not constitute an agreement, offer, or invitation to perform work of any kind. This document intends to provide the requirement of the Bank to all interested parties and due precaution has been taken to incorporate the required / relevant information. However all concerned are advised to make their own inquiries while submitting their tender. The Bank shall not be liable for any loss or damage, whether direct or indirect, arising from the use of this document or any errors or omissions herein.

The requirements mentioned in this document are indicative and subject to change at the sole discretion of the Bank. The Bank reserves the right to alter, modify, amend, or supplement any part of this document or the tender process at any time. No party shall have any claim against the Bank as a consequence of such changes.

Submission of a bid in response to this Tender Document does not create any obligation on the part of the Bank to consider or accept any bid, or to enter into any agreement or contract. The Bank reserves the right to accept or reject any or all proposals, annul the tender process, or discontinue the process at any stage, without incurring any liability or obligation to inform any affected party of the reasons thereof. The decision of the Bank shall be final, conclusive and binding on all concerned.

No binding contractual obligation shall arise from this Tender process unless and until a formal agreement is executed by duly authorized representatives of the Bank and the selected bidder.

## INSTRUCTION TO THE APPLICANTS

Intending contractors / vendors are requested to furnish details about their firm, technical experience, competence, and evidence of their financial standing as per enclosed format for considering their names for empanelment.

- 1.0 Application forms are invited for empanelment of experienced, reputed and competent contractors.
- 2.0 Contractors shall apply for empanelment in prescribed format, which can be down loaded from the Bank's web site [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) under tenders and from Govt. portal [www.eprocure.gov.in](http://www.eprocure.gov.in).
- 3.0 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 as token of acceptance of the contents mentioned therein and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
- 4.0 It is necessary that contractors / vendors must have full office set up at Pune or a full-fledged branch office at Pune if its head office / registered office is somewhere else. Preference will be given to Pune based contractors / vendors who are on the panel of Nationalized / Public Sector Banks in Pune.
- 5.0 Applicant should be empanelled with PSU/ Govt organizations in the last 3 years and providing satisfactory service. A work satisfactory certificate shall be submitted from such organizations.
- 6.0 Contractors shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify contractor's general reputation / competence. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.
- 7.0 Bank may obtain confidential reports from contractor's existing/ past clients for which the applicant shall produce the names and contact details of such clients. At least 2 clients shall be from PSU/ Govt organizations. Based on the confidential reports from your clients, application of bidder will be accepted/ rejected. Unsatisfactory report from your client may lead to rejection of your application.
- 8.0 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, **copies of the work order and completion certificate and / or such documents** shall be submitted with self-attestation. Incomplete application or application without proper proof for establishing their credentials will be rejected and no correspondence will be entertained in this regard.
- 9.0 The evaluation will be based on the experience of the professional / Contractors / vendors and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and

inspection of works, eligibility criteria, professional / contractors / vendors will be empaneled.

- 10.0 The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for the works in the lower category.
- 11.0 If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at later date, the empanelment of such applicant will be cancelled immediately.
- 12.0 The Bank reserves the rights to accept or reject any application without assigning any reason. Bank shall not be bound to empanel any or all applicants and reserves the right to reject any applicant(s) or revoke the empanelment without assigning any reason thereof.
- 13.0 Empanelment should not be construed by the applicant as an assurance of contract award or accreditation by the Bank.
- 14.0 Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post/ email.
- 15.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **Asst. General Manager - BSD, Central Bank of India, Zonal Office, Pune, 1<sup>st</sup> floor, 317, MG Road, Camp, Pune on / before 30/05/2025 till 3.00 PM**

The various categories contractors proposed to empanelled are given in below chart.

**The Trade and categories for the Contractor's panel would be as under:**

S.N.	Trade	Category	Upper limit (₹)
1	Civil works including plumbing & sanitary, carpentry, furnishing works, including rehabilitation/ repair/ additions/ alterations etc.	1 A	Petty works up to ₹50,000.00
		1 B	Up to ₹ 2.50 Lakh
		1 C	Up to ₹ 10.00 Lakh
2	Electrical Work	2A	Petty works up to ₹50,000.00
		2B	Up to ₹ 2.50 Lakh
		2C	Up to ₹ 10.00 Lakh
3	Low side Air conditioning work	3A	Petty works up to ₹50,000.00
		3B	Up to ₹ 2.50 Lakh
		3C	Up to ₹ 10.00 Lakh

The applicant is required to tick the category applying for.

**The contractors who intend to apply for more than one category have to apply for each category using separate application forms. Combine application for various categories shall not be accepted.**

**The minimum eligibility criteria shall be as under:-**

**15.1 For Civil, Interior, carpentry, furnishing and allied Work:-**

- The firm (Contractors) should have minimum 5 years experience in the respective field applied for.
- The (contractors) should have in last 3(three) years carried out **(i)** at least 1(one) work costing not less than the amount equal to 80% of the category applied for **or (ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for **or (iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application)
- The average Annual financial turnover of the firm for the last 3(three) years, ending 31<sup>st</sup> March of the previous financial year should be at least 2 times of the upper limit in the category applied.
- The contractors should have PAN and GST Numbers applicable as per Govt. Rules & Regulations.

**15.2 For Electrical works**

- The firm (Contractors) should have minimum 5 years experience in the respective field applied for.
- The (contractors) should have in last 3 (three) years carried out **(i)** at least 1 (one) work costing not less than the amount equal to 80% of the category applied for **or (ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for **or (iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office at Pune
- The average Annual financial turnover of the firm for the last 3(three) years, ending 31<sup>st</sup> March of the previous financial year should be at least 2 times of the upper limit in the category applied.
- The contractors should have PAN and GST Numbers, Government Electrical License applicable as per Govt. Rules & Regulations.

### 3.4. For Air conditioning works

- The firm (Contractors) should have minimum 5 year experience in the sale and servicing, maintenance of various types of air conditioners and plants.
- The (contractors) should have in last 3 (three) years carried out **(i)** at least 1 (one) work costing not less than the amount equal to 80% of the category applied for or **(ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for or **(iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office at Pune
- The average Annual financial turnover of the firm for the last 3(three) years, ending 31<sup>st</sup> March of the previous financial year should be at least 2 times of the upper limit in the category applied.
- The contractors should have PAN and GST Numbers, Government Electrical License applicable as per Govt. Rules & Regulations.
- The contractor shall be authorized dealer for at least one of the reputed manufacturers like Voltas, Carrier, Diakin, Hitachi, Blue star.

***(Note: Contractors, those who are already empanelled have to submit fresh application)***

## **GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS**

1. The application shall be downloaded from the Bank's website as given in advertisement.
2. Application form for empanelment shall be submitted in sealed envelope super scribing '**Application for Empanelment as Contractors For .....Category.....**
- 3. The contractors who intend to apply for more than one category have to apply for each category using separate application form and fee.**
4. The application shall be submitted along with a complete tender document and strictly in the format as mentioned along with the supporting documents.
5. 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 furnished along with application.
6. If the space in proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma 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 on hand the applicant shall only include major works handled by the firm.
7. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of contractors.
8. Subcontracting is not allowed.
9. Joint venture association not acceptable
10. The various categories of contractors proposed to be empanelled shall be as per enclosed chart. The detailed eligibility criteria are given above in this tender. However Bank reserves the right to enhance the criteria in case of more number of applications in a given category.
11. Bank reserves right to de-panel the contractor if the services during the course of work or feedback from existing client is found unsatisfactory at any given time. No representation in this regard shall be entertained by the Bank.
12. The applicant should ensure that the application is hand delivered at the given address within prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.
13. Application containing false and/ or incomplete information is liable for rejection.
14. The applicant should enclosed draft (non refundable) for Rs. 2,000/- in favor of Central Bank of India, Pune. MSME exemption shall apply after submission of valid certificate. The Bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Contractors shall be final.
15. Tender shall remain valid for 120 days.
16. Application form is non-transferable.

**Declaration by the applicant**

To,

**Asst. Gen. Manager – BSD,  
Central Bank of India,  
Zonal Office  
Pune**

Ref: **Application for empanelment as contractors for the category**

\_\_\_\_\_.

Dear Sir,

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 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 ourselves and Central Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I/We agree that the decision of Central Bank of India in selection of contractors/service providers will be final and binding to me / us.

I/ we confirm that all the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.

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.

I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

I / we authorise Bank to approach our clients to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

**Information to be furnished by the applicants- Bio data of the firm**

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos. / Mobile nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i)
			ii)
			iii)
6	Name and address of Bankers		i)
			ii)
			iii)
			iv)
7	Name of major Projects (i) at least 1(one) work costing not less than the amount equal to 80% of the category applied for or (ii) at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for or (iii) at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied. (Details to be furnished in proforma 1)		i)
			ii)
			iii)
8	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)
12	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)

DETAILS OF DIRECTORS / PARTENERS

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

### DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	VAT Department (Enclose copy of latest income tax clearance certificate)				
4.	Work contract tax registration (Enclose copy of latest Sales tax clearance certificate)				
5	Service Tax Department registration (Enclose copy of latest Sales tax clearance certificate)				
6.	Details of EPF account and registration				

### FINANCIAL STATUS

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2021 – 2022				
2	2022 – 2023				
3	2023 – 2024				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years. Certificate from chartered accountant for turnover for past 3 FY.

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 and 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

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Note The contractor shall mention only those works executed during last 3 years which fulfills the eligibility criteria on this page. The list is to substantiate 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.

PROFORMA - 2  
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

\_\_\_\_\_  
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 and consultant	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

Use separate sheet, if required.

**PROFORMA –4**  
**DETAILS OF INFRASTRUCTURES IN OFFICE**

Sr. No	Item	Number	Details
1	Address of the office.		
2	Office premises, area etc. in sq.ft		
3	Contact no/ mobile no./Fax		
4	Other instruments		
5	Software used for planning, estimating, execution, supervision etc.		
6	Reference books used for estimates / rate analysis etc.		
7	Subscription to magazines, journals, institutes of technical nature		
8	Any other information		

Signature of the Applicant

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Use separate sheet, if required.

PROFORMA -5

DETAILS OF PAST/ PRESENT CLIENT IN PSU/ GOVT ORGANIZATIONS

Sr. No	NAME OF ORGANIZATION	CONTACT PERSON & DESIGNATION	CONTACT DETAILS (MOBILE/ EMAIL)
1			
2			
3			
4			
5			

Signature of the Applicant

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Use separate sheet, if required.

## OTHER INFORMATION

1. Work force permanently employed
  - i) Mason
  - ii) Carpenters
  - iii) Mechanics
  - iv) Electricians
  - v) Mates / helpers
  - vi) Others
  
2. Work shop / manufacturing / servicing unit facilities
  - i) Location
  - ii) Area
  - iii) Type of structure
  - iv) Type of facilities
  
3. List of major equipment in possession of the firm

**List of Documents enclosed with application form.**

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate.
3. Copy of PAN Card
4. Copy of GST Registration
5. EPF registration certificate
6. Self-attested photocopies of proof regarding the work executed like work order and completion certificate.
7. Electrical contractor license (if applying for electrical work).
8. Declaration from bidder on their letterhead duly signed and stamped regarding any litigation in which the applicant was involved in the last five years, including current litigation.
9. Declaration from bidder on their letterhead duly signed by authorized signatory and stamped stating that they have not been blacklisted by any of the Govt. Authority/ organizations / PSUs
10. Photograph of major work executed.
11. Certified copies of audited balance sheets / chartered accountants certificates.
12. Copy of power of attorney (wherever applicable)
13. Solvency certificate of net worth of the firm
14. Demand draft / pay order of Rs. 2,000/- in favor of Central Bank of India payable at Pune. MSME exemption as per Govt rule shall apply.

**Note - Please tick the certificates / documents attached.**