



Reference No. – CRGB/GB/Notice-11/2022-23

Date 18/11/2022

सूचना (NOTICE)

INVITATION OF APPLICATION FOR EMPANELMENT OF VENDORS AND SUPPLIERS

छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 614 शाखायें राज्य के सभी जिलों में स्थित हैं। बैंक का प्रधान कार्यालय रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, कोरबा, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक अपने शाखाओं/क्षेत्रीय कार्यालयों/प्रधान कार्यालय की निम्नलिखित आवश्यकताओं की आपूर्ति हेतु इच्छुक, अनुभवी, विश्वसनीय एवं पात्र VENDORS / SUPPLIERS से EMPANELMENT हेतु आवेदन आमंत्रित करता है।

1. UPS (Online UPS, Invertors, Battery, Solar UPS, Voltage Stabilizer)
2. Data Cabling / Electric Wiring
3. Furnishing Work (Branch / Office Furnishing Work, Office Counters, Cabins, Furniture Renovation Work)
4. Security Items (Safe / Safe with Safe deposit lockers/FRFC/Strong Room Door)
5. Computers, Servers and Peripherals (PB Printer/Laser Printer/ Scanner etc.)
6. Security Equipments (Security Alarm System (Digital Siren) / CCTV, Fire Equipment etc.)

समस्त इच्छुक MANUFACTURERS/ AUTHROSIED DISTRIBUTORS / OEM SUPPLIERS जो हमारे सभी कार्यालयों हेतु आवश्यक सामग्री प्रदान करने में सक्षम हों संलग्न निर्धारित प्रारूप में, मय दस्तावेज, सील बंद लिफाफे में दिनांक 12 दिसम्बर 2022 शाम 04:00 बजे तक वर्गवार आवेदन प्रस्तुत करें।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

किसी भी प्रकार की शंका समाधान या जानकारी के लिए कार्यालयीन समय में संपर्क किया जा सकता है।

स्थान – रायपुर

दिनांक – 18/11/2022



—Sd—

महाप्रबंधक (प्रशासन)

SCOPE AND ELIGIBILITY CRITERIA FOR VENDORS AND SUPPLIERS

Scope:

The panel for supply of various items will be valid for the period of 03 years with annual review.

Eligibility Criteria:

- 1) All vendors and suppliers who intend to apply for empanelment should have the experience of successfully completing similar works during last 3 years ending 30.09.2022 similar work means supply of items mentioned in respective of different categories.
 - 2) The applicant should be an Income Tax assesses should possess a valid PAN number in the name of the Company/ Firm.
 - 3) The applicant should also have registration with GST department with valid regular GST registration number.
 - 4) The applicant should have registered firm and well established offices in state of Chhattisgarh.
 - 5) The applicant should be a profit-making firm in the last three years with an average annual turnover of Minimum 25Lakh. Copies of the Audited Balance Sheet for the last three years financial year (2019-20, 2020 - 21 & 2021-22) should be provided along with application form. Projected/Provisional Balance Sheet for the financial year 2022-23 may also be provided with the application.
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- 6) The applicant should be an original manufacturer of product or their authorized representative / dealer. In case of authorized representative / dealer, a letter of authorization/Dealership certificate must be furnished from the original manufacturer clearly mentioned.
 - 7) If the applicant is empanelled with any other organizations/departments/PSU/PSBs/FIs they should enclose a copy of such empanelment. Presently vendor empanelled with CRGB should also submit their empanelment letter along with application.
 - 8) The applicant should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Financial Institutions in the last three years. An undertaking on the same is to be provided by the applicant on their company/firm letter head (Declaration format is attached as Annexure).
 - 9) Applicant must submit copies documentary proof of above requirements. Proof like relevant pages of registration, PAN card, GSTIN Certificate, Trade License, Office address proof, Office/firm Rent Agreement, Audited balance sheets, Work Order /Contract Successful completion certificates, KYC Documents, Undertaking etc. all to satisfy the eligibility criteria laid above.



- 10) The applicant has to deposit application fee (non refundable) of ₹ **1000.00** (Rupees One Thousand Only) by way of Demand Draft favoring “**Chhattisgarh Rajya Gramin Bank**” **Payable at Raipur** along with the application for each category. The application received without application fee will not be entertained and same will be rejected.
- 11) All applications (complete in all respect) submitted in sealed envelope super scribe as “**APPLICATION FOR EMPANELMENT OF _____ (Name of Categories)**” and must reach below address **on or before 12th December 2022**. Application received after that will be rejected.

GENERAL MANAGER
CHHATTISGARH RAJYA GRAMIN BANK,
HEAD OFFICE, MAHADEOGHAT ROAD,
SUNDER NAGAR,
RAIPUR (C.G.) - 492 013

- 12) If any Applicant is applying for more than one categories they have to submit different -different application along with application fee (non refundable) of ₹ **1000.00** (Rupees One Thousand Only) for each Categories.



GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. If vendor seek empanelment for more than one category, he must be submit separate application for each category.
2. Non refundable Application fee ₹ 1000.00 (Rupees One Thousand Only) should be paid in form of demand draft in favor of "Chhattisgarh Rajya Gramin Bank" payable at RAIPUR attached with application for each category.
3. Selected applicant would have to deposit the security deposit amount as follows in the form of Demand Draft/PAY Order to the bank for entire empanelment period i.e. three years. FD/STDR will not be accepted and no interest will be paid on security deposit by the bank during entire empanelment period. Categories wise details of security deposit is as follows :-

Sl No.	Categories of Work	Security Deposit Amount in ₹
1	UPS (Online UPS, Invertors, Battery, Solar UPS, Voltage Stabilizer	50,000.00
2	Data Cabling/Electric Wiring	1,00,000.00
3	Furnishing Work (Branch/Office Furnishing Work, Office Counter, Cabins, Furniture Renovation work)	2,00,000.0
4	Security Items (Safe/Safe with Safe Deposit Locker/FRFC/Strong Room Door)	1,00,000.00
5	Computers, Servers and Peripherals (PB Printer/Laser Printer/Scanner etc.)	1,00,000.00
6	Security Equipments (Security Alarm System (Digital Siren)/CCTV, Fire Equipment etc.)	1,00,000.00

4. Generally, the routine works of the Bank are awarded by inviting competitive tenders / quotations from the empanelled vendors and suppliers, However, the Bank reserves the right to award the work to any of the empanelled Vendor/Suppliers OR opt for open tendering/quotation process for any items/ if anytime, deem fit.
5. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
6. If L-1 Vendor denies / fails to supply the items on time then the vendor will be debarred for further procurement process or delist from the empanelled vendor list. Bank decision will be final in this regard.
7. Cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will not be reimbursed by the Bank.
8. Documentary proof (like empanelment letter /Work orders) regarding eligibility criteria shall be furnished along with the application form. Incomplete application or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
9. If the application is submitted by a partnership firm, current address of the firm and full names and current address of all the partners of the firm shall furnish in the application.



10. If the application is made by a limited company, it should be signed by duly authorized person and submit all supporting documents with application.
11. The evaluation will be made based on the experience of the vendors & suppliers and their financial capabilities. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained.
12. If information and details furnished by the applicants are found to be false at any time in future or any information is withheld, which later on comes to the notice of the Bank, the empanelment of such applicant may be cancelled immediately.
13. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
14. Each page of the application and submitted documents along with application shall be signed by person/s on behalf of the organisation having necessary authorization/ Power of Attorney to do so.
15. If the space in the format is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating there in the part of the statement and serial number. Separate sheets shall be used for each part.
16. Vendors and suppliers preferably having their office in the geographical jurisdiction of the Bank or in the state of Chhattisgarh will be preferred. The empanelment will be valid for a maximum period of 3 years from the date of finalizing of the empanelment list. However, the empanelment will be subjected to quality of service and periodical review.
17. Vendors and suppliers should not indulge in unethical practices, and should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with the Bank officials.
18. Bank will select the vendor for empanelment on points based system decided on eligibility criteria basis and other terms condition of the empanelment. The decision of the Bank in the selection of the vendor for empanelment will be final. The Bank is not bound to assign any reason therefor.
19. Vendors and suppliers should execute the work satisfactorily, in time, and with prescribed quality. Bank will have the right to debar/remove his name from the approved list of vendors and suppliers, after issue of a show cause notice if their services are not found satisfactorily & timely. Decision of the Bank will be final and binding.
20. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the appropriate Courts situated at RAIPUR.
21. Eligible vendor will be selected for empanelled and they have to enter in Pre contract agreement with bank.



22. Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever.
23. Chhattisgarh Rajya Gramin Bank reserves the right to add / remove in empanelment list if found that it in interest of Bank.



CHHATTISGARH RAJYA GRAMIN BANK
Head Office, Mahadev Ghat Road, Sunder Nagar RAIPUR (C.G.) 492013

**PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF
EMPANELLING/SHORTLISTING OF VENDORS AND SUPPLIERS**

Category Applied for:

1.	Name of Firm / Organization	
2.	Address with Telephone No and email ID. (ii)Office/Shop/Godown.	
3.	Nature of Constitution	
4.	Date of Establishment	
5.	Name of the Proprietor/Partners/Directors with Residential address and Telephone/Mobile No. (also enclose ID & Address proof)	(i) (ii) (iii)
6.	Whether as S.S.I. unit if so, Reg. No. And Date. Also enclose copy of Certificate	
7.	Whether Registered with the Registrar of the Companies/Registrar of Firms. If so mention number and date.	
8.	Whether the premises (Press/Office/ Shop/ Factory) is/are owned or hired.	
9.	Name and address of the Banker's	
10.	Whether registered under GST (Regular). If so, mention No. And Date. Please also furnish Registration Certificate.	
11.	Whether an assesses of Income Tax if so, mention permanent account number (PAN). Please also furnish photocopy of income Tax return for the last three years.	



12.	<u>Copies of Audited Balance Sheets and Profit & Loss Account Statement for the last 3 years to be furnished.</u>	
13.	If registered in the panel of other Organizations. Statutory bodies furnish their names, category and date of registration.	(i) (ii) (iii)
14.	What are your lines of activities? Mention the fields on preference basis.	(i) (ii) (iii)
15.	Whether willing to work in Chhattisgarh Rajya Gramin Bank branches operates and ready to supply the items at the Branches Regional offices i.e. Raipur, Bilaspur, Korba, Raigarh, Dhamtari, Jagdalpur, Ambikapur, Baikunthpur, Durg, Rajnandgaon and Head office in RAIPUR.	
16.	(i) Detailed description and value of works done For others in the past.(Please attach the photocopy of work orders) (ii) Detailed description and value of works done for the banks. .(Please attach the photocopy of work orders)	
17.	Specify the maximum value of works executed in a year.	
18.	Furnish the names of three responsible persons/bodies (name, mobile number, organization name and address) who will be in a position to certify about the quality/service of your firm/company as well as past performance of your organization. (referral person should not belong to applicant firm/Organization)	(i) (ii) (iii)
19.	if Firm is Manufacturer or Distributor of the Product (please enclose all the details of certificate with brochures)	
20.	Names and addresses of the principal customers (Enclose certified copies of the latest orders).	



21.	Technical personnel available in the firm/Organization (Details to be furnished in separate sheet)	
22.	Whether any civil suit/ litigation arisen in the contracts executed during last 5 years/ being executed, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of Litigation. (please attach a separate sheet, if required)	

Note: Where copies are required to be furnished these are to be certified preferably by the concerned agencies or a Government Officer.

PARTICULARS OF PRODUCT RANGE.

Detail of Product	Short Name/ Brand Name of the Product	Manufacturer	Standardization details	Rate contract Detail
1	2	3	4	5

PARTICULARS IN RESPECT OF THE SUPPLY EXECUTED

Name of Work/Project with address	Short Name and description Address of work owner executed	Value of work executed	Stipulated time of completion	Actual time of completion.
1	2	3	4	5



OTHER RELEVANT INFORMATION

1.	Whether vendor had supplies the items/goods to the Gramin banks, if yes, since when & for which Gramin Bank. (furnish the details separately)	
2.	Capacity to execute one time order (Please mentioned the total amount and delivery period required)	
3.	Any other information.	

WORK FORCE KEY PERSONNEL PERMANENTLY EMPLOYED

Permanently Employed	Number	Since when in the Employment	Others

Application Fee Detail

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	₹. 1000.00 (Rs One Thousand Only)	<u>RAIPUR</u> (C.G.)	

Declaration

I/We declare that the particulars furnished above are true and correct and I shall abide by all the terms and conditions of the empanelment. In case any information/particular is found incorrect at a later date, the application/empanelment is liable to be cancelled. All the conditions of the Bank will be binding on me/us.

(Name _____)

Date:

Signature of the Applicant.

Place:

(With Rubber Stamp)

CRGB/Empanelment Notice-11/2022-23



(On Company/Firm Letter Head)

UNDERTAKING OF NON BLACKLISTING

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / RBI / Public Sector Banks / Private Bank/Financial Institute during the last three years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

Seal & Signature of Bidder



