



# छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन और भारतीय स्टेट बैंक का संयुक्त उपक्रम)  
प्रधान कार्यालय : महादेवघाट रोड, सुंदरनगर, रायपुर (छ.ग.)  
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Reference No. – CRGB/GB/Notice-2/2016-17

Date 28/07/2016

## 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 597 शाखाएँ राज्य के सभी 27 जिलों में स्थित हैं। बैंक का प्रधान कार्यालय रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, जांजगीर, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

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


1. Computers, Servers and Peripherals ( DM Printer/PB Printer/Laser Printer/ Scanner etc.)
2. UPS (Online UPS, Invertors, Solar UPS)
3. Fire Fighting Extinguishers ( DCP / CO<sub>2</sub>)

समस्त इच्छुक MANUFACTURER/ AUTHROSIED DISTRIBUTORS / OME 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 अगस्त 2016 तक आवेदन प्रस्तुत करें।

किसी भी प्रकार की सिफारिश अयोग्यता समझी जावेगी।

स्थान – रायपुर

दिनांक – 28/07/2016

  
महाप्रबंधक (परिचालन-II)

## GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Non refundable Application fee ₹. 500.00 (Rupees Five Hundred only) should be paid in form of demand draft in favor of Chhattisgarh Raja Gramin Bank payable at RAIPUR attached with application.
2. 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.
3. 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.
4. Cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will not be reimbursed by the Bank.
5. Documentary proof (like empanelment letter /Work orders) regarding eligibility criteria shall be furnished along with the application form. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
6. If the application is made by a partnership firm, current address of the firm and full names and current address of all the partners of the firm shall accompany the application. Any supporting documents as called for by the Bank as and when requires shall be submitted by the firm.
7. If the application is made by a limited company, it should be signed by duly authorized person. Any supporting documents as called for by the Bank as and when required shall be submitted by the Company.
8. 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.
9. 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.
10. Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
11. 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 minimum period of 3 years from the date of finalising of the empanelment list. However, the empanelment will be subjected to quality of service and periodical review.
12. 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.
13. 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.

14. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the appropriate Courts situated at RAIPUR.
15. Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever. Bank also reserves the right to add / remove in empanelment list if found that it in interest of Bank.

#### **SCOPE AND ELIGIBILITY CRITERIA FOR VENDORS AND SUPPLIERS**

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 31.03.2016 similar work means supply of items mentioned in respective categories.
2. The vendor /manufacturer / suppliers should:
  - A. Have a well-established office(s) in CG state.
  - B. Have registration with Trade Tax department with valid registration number.
  - C. Having minimum experience of 3 years for supply to Banks and financial institutions.
  - D. Vendors must submit their audited balance sheet, income tax return, trade tax certificate.
  - E. All papers, complete in all respect must reach Bank's Head office on or before 12<sup>th</sup> August 2016.
  - F. If the applicant is empanelled with any other Banks/organizations/departments, they should enclose a copy of such empanelment's /approvals.
  - G. Manufacturer or OEM certified authorized distributor
  - H. Have sufficient service network/engineers for entire Chhattisgarh state.(furnish the detail)
  - I. Not a black listed by any PSU/ Banking Institute / Govt Dept.

## **CHHATTISGARH RAJY GRAMIN BANK**

**Head Office, Mahadeo 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 / Organisation	
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 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 for Trade-Tax Purposes. If so, mention No. And Date. Please also furnish Trade-Tax Certificate.	
11.	Whether an assessee of Income Tax if so, mention permanent account number. Please also furnish photocopy of income Tax return for the last three years.	

12.	<u>Copies of Balance Sheets and Profit &amp; 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, Janjgir, 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 photocopy of work orders)  (ii) Detailed description and value of works done for the banks. .( Please photocopy of work orders)	
17.	Specify the maximum value of works executed in a year.	
18.	Furnish the names of three responsible persons/bodies that will be in a position to certify about the quality as well as past performance of your organisation.	(i) (ii) (iii)
19.	Firm is Manufacturer or Distributor of the Product (please enclose all the details with brochures.)	
20.	Names and addresses of the principal customers (Enclose certified copies of the latest orders).	

**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 in the Gramin banks, if yes, since when & for which Gramin Bank.	
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
	₹. 500.00 (Rupees Five Hundred Only)	<u>RAIPUR</u> <u>(C.G.)</u>	

**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)**

