



Reference No. – CRGB/Infra/Notice-42/2024-25

Date : 09.09.2024

### 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 615 शाखाएँ राज्य के सभी जिलों में स्थित हैं। बैंक का कार्पोरेट कार्यालय नया 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 से EMPANELMENT हेतु आवेदन आमंत्रित करता है।

1. Data Cabling / Electric Wiring
2. Furnishing Work (Branch/ Office Furnishing Work, Office Counters, Cabins, Furniture Renovation Work)

समस्त इच्छुक Vendor जो हमारे सभी कार्यालयों हेतु आवश्यक सामग्री प्रदान करने में सक्षम हों संलग्न निर्धारित प्रारूप में, मय दस्तावेज, सील बंद लिफाफे में दिनांक 25 सितम्बर 2024 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 – नया रायपुर

दिनांक – 09/09/2024

महाप्रबंधक (प्रशासन)



# छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन और भारतीय स्टेट बैंक का संयुक्त उपक्रम)

कॉर्पोरेट कार्यालय, सेक्टर-24, नवा रायपुर (छ.ग.) पिन-492018

Reference No.-CRGB/CO/42/2024-25

दिनांक- 09.09.2024

## सूचना (Notice)

आवेदन आमंत्रण-सामग्री आपूर्तिकर्ता के सूचीकरण हेतु

Invitation of Application for Empanelment of Vendors

छत्तीसगढ़ राज्य ग्रामीण बैंक अपने शाखाओं/क्षेत्रीय कार्यालयों/कॉर्पोरेट कार्यालय की Furnishing Work एवं Data Cabling /Electric Wiring संबंधी आवश्यकताओं की आपूर्ति हेतु अनुभवी, एवं पात्र Vendors हेतु आवेदन आमंत्रित करता है। समस्त Vendors जो हमारे उक्त कार्य के लिए इच्छुक हों निर्धारित प्रारूप में मय दस्तावेज सीलबंद लिफाफे में दिनांक 25/09/2024 को शाम 5 बजे तक आवेदन उपरोक्त पते पर प्रस्तुत करें।

अधिक जानकारी के लिए हमारी वेबसाइट [www.cgbank.in](http://www.cgbank.in) के Tender section में Visit करें।

महाप्रबंधक (प्रशासन)

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

### **Scope:**

The panel for Furniture and Electrical/Data cabling valid for the 31/03/2026.

### **Eligibility Criteria:**

- 1) All vendors and suppliers who intend to apply for empanelment should have the experience of successfully completing similar work during the last 2 years ending 31.08.2024 similar work means supply of items mentioned in respective of each category.
- 2) The applicant should be an Income Tax assessor and 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 will be given preference if they have registered firm and well-established offices in state of Chhattisgarh.
- 5) **The applicant should be a profit-making firm in the last two years and must have experience of two years in similar work and the average Turn over in the last two years should be Rs. 25.00 Lakh and above**  
Copies of the Audited Balance Sheet for the last two years financial year (2022-23, 2023-24) should be provided along with an application form. Projected/Provisional Balance Sheet for the financial year 2023-24 may also be provided with the application.
- 6) If the applicant is empanelled with any other organizations/ departments/ PSU/ PSBs/ FIs they should enclose a copy of such empanelment. However, empanelment with another institution is not mandatory. Presently vendor empanelled with CRGB need not submit their empanelment letter along with application.
- 7) The applicant should not have been blacklisted/ barred by any of the Government Departments/ PSU's/ Public Sector Banks/ Financial Institutions in the last two 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).
- 8) 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.
- 9) The applicant has to deposit the application fee (nonrefundable) 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.



- 10) 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 25<sup>th</sup> September 2024**. Application received after that will be rejected.

**GENERAL MANAGER**  
CHHATTISHGARH RAJYA GRAMIN BANK,  
CORPORATE OFFICE, PLOT NO. 47, SECTOR- 24,  
ATAL NAGAR, NAYA RAIPUR (C.G.) - 492018

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

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## **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. Nonrefundable 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., 31-03-2026. FD/STDR will not be accepted, and no interest will be paid on security deposits by the bank during the entire empanelment period. Categories wise details of security deposit is as follows :-

<b>S.No.</b>	<b>Categories of Work</b>	<b>Security Deposit Amount</b>
1	Data Cabling/Electric Wiring	₹ 1,00,000.00
2	Furnishing Work (Branch/Office Furnishing Work, Office Counter, Cabins, Furniture Renovation work)	₹ 2,00,000.00

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, the 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 a 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 organization 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 till 31.03.2026 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, on 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 vendors will be selected for empaneled 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.

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**CHHATTISGARH RAJYA GRAMIN BANK**

**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 a photocopy of the Income Tax return for the last two years.	



12.	Copies of Audited Balance Sheets and Profit & Loss Account Statement for the last 02 years to be furnished.	
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 Corporate Office in Naya 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 work 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 Details**

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	₹ 1000.00 (Rs. One Thousand Only)	RAIPUR (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)



**Annexure**

**(On Company/Firm Letter Head)**

**UNDERTAKING OF NON-BLACK LISTING**

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 two years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

Seal & Signature of Bidder

