



Notice

Applications are invited for empanelment of Interior designers cum architects, contractors for execution of civil work - structural, electric work, plumbing work, interior/modular furnishing/upholstery/office furniture, sanitisation, supply of hygiene products, grocery, vegetable, fruit, dairy, non-veg and packers & movers at Bank's office and residential premises in Mumbai.

For more details, please visit our website at - www.eximbankindia.in/tenders-and-notices

Export - Import Bank of India

Notice for empanelment of Interior designers cum architects, contractors for execution of civil works - structural, electric work, plumbing work, interior/modular furnishing/upholstery/office furniture, sanitisation, supply of hygiene products, grocery, vegetable, fruit, dairy, non-veg and packers & movers for the Bank's office and residential premises in Mumbai.

Applicants are invited from reputed and experienced firms for empanelment in the following categories to take up various works at Bank's office and residential premises in Mumbai.

1. Interior Designers cum Architects
2. Contractors for;
 - i. Civil work - structural, electric & plumbing work
 - ii. Interior work/Modular furnishing/upholstery/office furniture
 - iii. Sanitisation, hygiene products
 - iv. Grocery, vegetable, fruit, dairy, non-veg item supply
3. Packers and movers

Eligibility Criteria:

1. Interior designers cum architects:

Work broadly involves design, preparation of drawing, layout, preparation of estimate, obtaining statutory approvals (if required), periodical supervision of work, bill verification/certification and other allied works related to project.

Sr. No.	Particulars of eligibility criteria	Documents to be enclosed in support of the credentials of the firm
1	Persons who have Graduate/Post Graduate diploma in interior designing/architecture either from India or abroad.	Copies of educational qualifications.
2	The applicant shall have done considerable extent of work as an architect & interior designer for a period of more than 5 years, ending 31.03.2022.	Copies of work order evidencing experience for a period of more than 5 years.
3	Experience of having successfully completed architectural works / interior designing jobs for public sector undertakings, Government projects or Corporate sector, Banks etc., with any of the following: Three completed works each costing not less than ₹80 Lakhs OR Two completed works each costing not less than ₹100 Lakhs. OR One completed work costing not less than ₹160 Lakhs	Purchase Order/work completion certificate received from the Employer with amount, designation, contact details of the organization.

4	Should be a member of the Indian Institute of Architects/Council of architecture or any other professional institutes, having registration with Council of Architecture for minimum 7 years.	Copy of membership certificate with the institutes.
5	Should be empanelled/registered with any Government Department/Public sector banks.	Copies of empanelment letters issued by the concerned departments/banks
6	The firm shall have adequate qualified staff	Organization structure showing the staff details
7	Registration with service tax authorities	Copy of valid registration certificate with service tax authorities
8	Average annual financial turnover of the firm during the 3 years ending 31 st March 2021, should be at least ₹25 Lakh.	Audited balance sheet along with IT return proof for the three financial years FY – 2018-19, 2019-20 and 2020-21 shall be submitted. P&L account duly certified by the Chartered Accountant to be attached. (Provisional financials for FY 2021-22 may also be provided if available)
9	Bidder shall be from Mumbai / Navi Mumbai based.	Copies of registration of the firm/certificate of incorporation of the firm.

2. **Contractors:**

i. **Civil work (structural, electric & plumbing work) –**

Civil work related to office buildings/residential premises of the Bank, internal electrical work including supply/installation of electrical fittings, appliances, external electrical works, and annual maintenance of electrical works at offices/residential buildings. Building repairs i.e., (Plastering work/Seepage & Leakage treatment/Painting work, etc.). Renovation work i.e., Supply and installation of vitrified tiles/antiskid tiles/ceramic tiles/sanitary fittings after removing existing tiles/ external & internal sewerage pipelines. Plumbing works at offices/residential buildings. Plumbing repairing works /Cleaning works etc. Supply of items pertaining to structural, electric & plumbing work.

Sr. No	Particulars of eligibility criteria	Documents to be enclosed in support of the credentials of the firm
1	The applicant must have executed considerable extent of work as contractor in the concerned field viz. civil, electric, plumbing for a period of more than 5 years ending 31.03.2022.	Copies of registration of the firm /certificate of incorporation of the firm, copies of work order evidencing their experience as a contractor in the same line of activity for a period of more than 5 years ending 31.03.2022.
2	Should hold a valid registration certificate. Applicant registered/empanelled with any Government/Dept./Agency/Undertaking/Public sector banks and holding a valid registration will be given preference.	Copies of empanelment letter issued by the concerned department/banks.
3	Licenses from the competent authority.	Electrical contractors shall possess valid electricity license from state electricity board
4	Registration with Service Tax authorities.	Copy of valid registration certificate with service tax authorities, as applicable.

5	The bidder should have satisfactorily executed Renovation of residential/office premises for a reputed organization in the last 5 years of value more than or equal to one of the following : 3 works of ₹1 crore each OR 2 works of ₹3 crore each OR 1 work of ₹5 crore	Purchase Order/work completion certificate received from the Employer mentioning the amount, designation, contact details of the organization etc.
6	The Bidder must have a yearly turnover of ₹3 crore in the last three financial years FY 2018-19, 2019-20 and 2020-21.	Audited balance sheet along with IT return proof for the three financial years 2018-19, 2019-20, 2020-21, shall be submitted. P&L account duly certified by the Chartered Accountant to be attached. Provisional financials for FY 2021-22 may also be provided if available)

ii. Interior work/Modular furnishing/upholstery/office furniture –

Creation and Installation of workstations /table/running tables/low height storage/full height storage /wall & column panelling /partition works/false ceiling. Renovation /Modification of existing interior layout. Supply& Installation of modular furniture at offices/ residences. Polishing work. Designing customized furniture for the Bank viz. flexible workspaces which can be disassembled as per the Bank's need. etc. Work to restore and refurbish items such as, chairs, couches etc. at Bank and residential premises.

Sr. No	Particulars of eligibility criteria	Documents to be enclosed in support of the credentials of the firm
1	The applicant must have executed considerable extent of work as contractor in the concerned field (civil/interior contractor/modular furnishing contractor/electrical contractor/plumbing contractor/air-conditioning contractor / for a period of more than 5 years.	Copies of registration of the firm /certificate of incorporation of the firm, copies of work order evidencing their experience as a contractor in the same line of activity for a period of more than 5 years.
2	Applicant should hold a valid registration certificate. Applicant registered/empanelled with any Government/Dept./Agency/Undertaking/Public sector banks and hold a valid registration will be given a preference.	Copies of empanelment letter issued by the concerned department/banks.
3	Registration with service Tax authorities.	Copy of valid registration certificate with service tax authorities, as applicable.
4	The bidder should have satisfactorily executed Renovation of residential/office premises for a reputed organization in the last 5 years of value more than or equal to one of the following : 3 works of ₹15 lakh each OR 2 works of ₹30 lakh each OR 1 work of ₹50 lakh	Purchase Order/work completion certificate received from the Employer with amount, designation, contact details of the organization mentioned.
5	The Bidder must have a yearly turnover of ₹60 lakh in each of the last three financial years FY 2018-19, 2019-20 and 2020-21.	Audited balance sheet along with IT return proof for the three financial years 2018-19, 2019-20, 2020-21, shall be submitted. P&L account duly certified by the Chartered Accountant to be attached. Provisional financials for FY 2021-22 may also be provided if available.

iii. Sanitisation, hygiene products -

Responsible for supply of sanitization, hygiene products, to the Bank's Head Office.

Sr. No.	Particulars of eligibility criteria	Documents to be enclosed in support of the credentials of the firm
1	Should have minimum three years of experience of supplying Sanitary Items in bulk to the Government Departments/Ministries of the Government of India / PSUs/Autonomous Bodies/Banks.	copies of purchase orders received from Govt. Depts. /PSUs/Autonomous Bodies during each of the last three years should be enclosed.
2	Applicants should hold a valid registration certificate. Applicant registered/empanelled with any Government/Dept./Agency/Undertaking/Public sector banks and hold a valid registration will be given a preference.	Copies of empanelment letter issued by the concerned department/banks.
3	Have minimum Turnover of ₹25 lakh per year during each of the last three financial years 2018-19, 2019-20 and 2020-21.	Audited balance sheet along with IT return proof for the three financial years 2018-19, 2019-20, 2020-21, shall be submitted. P&L account duly certified by the Chartered Accountant to be attached. Provisional financials for FY 2021-22 may also be provided if available).

iv. Grocery/vegetables/fruits/dairy and non-veg items supply:

The bidder should be a company/firm engaged in supply of grocery, vegetable, fruit, dairy and non-veg items for Office/Pvt. Office/Govt. canteen/pvt. canteen, hotels and restaurants in India for at least two of the last four years, till publishing of this tender. The supplier(s) will supply the provisions at the stipulated time and at the specified place on the basis of the indents issued from time to time by the Bank. It may be noted that the Bank is not bound to procure all its requirements of provisions from the supplier offering the lowest price.

The supplier must hold valid licenses including FSSAI license (wherever applicable) on the date of application under relevant law in force. They must hold all other licenses, clearances and permissions as may be necessary to carry out the trade of dealing with / selling of provisions. The empanelled suppliers will further ensure and undertake that their licenses remain valid till the end of the contract period. The shop/establishment of the supplier should be situated in the city of Mumbai.

The Bank also reserves the right to split / divide its purchases among two or more suppliers. The Bank also reserves the right to accept any or reject any or all of the offers that it may receive without giving any reasons.

Sr. No	Particulars of eligibility criteria	Documents to be enclosed in support of the credentials of the firm
1	License and Company Registration. The shop/establishment of the supplier should be situated in the city of Mumbai.	Copy of a valid license and document of company registration. GST certificate and company PAN for which support should be provided.
2	The bidder should have successfully completed the following work in the last 02 years : One similar nature of work of value not less than ₹8 Lakh OR	Purchase order/work completion certificate received from the Employer with amount, designation, contact details of the organization mentioned over it.

	Two similar nature of works of value not less than ₹4 Lakh OR Three similar nature of works of value not less than ₹2 Lakh.	
3	The bidder must have an average annual turnover of ₹10, 00,000/- (Rupees Ten lakhs only) each during the last three financial years 2018-19, 2019-20 and 2020-21.	Audited balance sheet along with IT return proof for the three financial years 2018-19, 2019-20, 2020-21, shall be submitted. P&L account duly certified by the Chartered Accountant to be attached. Provisional financials for FY 2021-22 may also be provided if available).

3. **Packers and movers:**

Responsible for transportation (including packing/unpacking, loading/unloading, removal of debris & insurance) of household goods (including vehicles) of the officers of the Bank across India using good quality packing materials like bubble, thermocol, polyethene, cartons & other necessary allied materials by expert & trained packers.

Sr. No	Particulars of eligibility criteria	Documents to be enclosed in support of the credentials of the firm
1	License and Company Registration	Copy of a valid license and document of company registration. GST certificate and company PAN for which support should be provided.
2	Goods Transit Insurance	Copy of the document for details on insurance to cover the loss if belongings are damaged unfortunately in transit.
3	Technical Capacity	List of tools which are required for packing, lifting and unloading bulky and fragile items. Service for temporary warehousing & storage facilities will be an added advantage.
4	Rates and Charges	Quotes for moving of goods within the city and outside the city.
5	Average Annual turnover of the Agency during each of the last three financial years 2018-19, 2019-20 and 2020-21 should be minimum ₹5 crores per annum.	Audited balance sheet along with IT return proof for the three financial years 2018-19, 2019-20, 2020-21, shall be submitted. P&L account duly certified by the Chartered Accountant to be attached. Provisional financials for FY 2021-22 may also be provided if available).
6	Firms should possess experience of at-least 3 years of executing contract for packing and transportation of personal effects of officials of Government/PSUs.	Purchase Order/work completion certificate received from the Employer with amount, designation, contact details of the organization mentioned.
7	The Bidder must have pan India presence. Address proof which has been registered under shops and establishment Act	The Bidder must have pan India presence. Address proof which has been registered under shops and establishment Act.

General Instruction to the applicants:

1. Separate applications shall be submitted for empanelment of Interior designers cum architects, contractors for execution of civil work - structural, electric work, plumbing work, interior/modular furnishing/upholstery/office furniture, sanitisation, supply of hygiene products, grocery, vegetable, fruit, dairy, non-veg and packers & movers.
2. Applications shall be submitted in prescribed format only. **Applications can also be dropped at the premises of, Export Import Bank of India, Floor 21, Centre One Building, World Trade Centre Complex, Cuffe Parade, Mumbai-400 005 on or before the cut-off date & time.**
3. Applications can be downloaded from the Bank's website www.eximbankindia.in or can be collected from the following address.

Export-Import Bank of India
Center One Building, Floor 21,
World Trade Center Complex,
Cuffe Parade, Mumbai 400005
4. Credentials of the applicants shall be compulsorily supported by related documentary evidence – registration of the firm, empanelment with other organizations, details of clients along with copies of work orders, work completion reports, certificates from clients about the quality of their services, details of manpower, financial capabilities etc.
5. Late and/or incomplete applications shall not be entertained
6. Bank reserves the right to reject all or any of the applications without assigning any reasons whatsoever.
7. Envelope containing the application form shall be superscribed as 'Application for empanelment of _____' (please specify relevant category of empanelment).
8. Last date for receipt of application is 31/03/2022 up to 5pm.
9. If the space provided in the form is not sufficient, additional sheets may be attached. List of authorized signatories along with sample signatures should be provided.
10. Each page of the application must be signed, and rubber stamp affixed by the applicant.
11. This notice is purely for enlisting the qualified applicants in the panel. Empanelment in the panel cannot be construed as invitation for a specific work.

Place : Mumbai
Date : 15/03/2022

Chief General Manager
Administration



APPLICATION FORM

Empanelment of Interior designers cum architects,
contractors and packers & movers

1	Name of the Applicant:	
2	Name & Category of work viz. architects, interiors, contractor for or packers & movers	
3	Full Postal Address :	
4	Contact Details: Landline with STD code : Mobile No : Email-ID :	
5	Year of establishment: Please enclose documentary evidence.	
6	Status of the firm whether company/firm/proprietary (Please specify): Enclose certified copies of documents as evidence.	
7	Name of Directors/Partners/Proprietor of the organization /firm. Enclose certified copies of documents as evidence.	
8	Name/s of authorized signatory/ Directors/ Partners with designation and contact no.:	
9	Mode of Authorization: Enclose certified copies of the document as evidence.	
10	Details of registration with Registrar of Companies/ Registrar of Firms. Whether partnership firm, company, etc. Name of registering authority, date, and registration number: Enclose certified copies of the document as evidence.	
11	Whether registered with Govt./Semi Govt/ large private establishment/ Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when. Enclose certified copies of the document as evidence. Name of Organisation: Category: No. & Date of Registration:	
12	No. of years of experience in the field and details of work in any other field.	
13	Annual turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. for the last 3 financial years. Enclosed certified copies of document for evidence.	2018-19 : 2019-20 : 2020-21 : Average:
14	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	

15	Whether an assessee of Income Tax. If so, mention PAN number. (Furnish copies of I.T. clearance certificate) Enclose a certified copy of the document as evidence.	
16	Whether last three years IT returns filed (Pl. enclose certified copies of the IT returns of FY's of 2018-19, 2019-20, 2020-21)	
17	GST Registration No. & Date (Enclose a certified copy of the document as evidence).	
18	Whether registration/ obtention of license from Govt. authorities e.g., labour dept, ESIC, EPF, etc. are in place. Enclose certified copies of the documents as evidence.	
19	Detailed description of works done during the last 5 years. Fill the annexure as per enclosed (Annexure A). (Both work orders and completion certificates should be enclosed)	
20	Details of major works in hand (Annexure B). (Both work orders and completion certificates should be enclosed)	
21	Furnish the names of 3 (three) responsible persons along with their designation, address, Telephone/ Mobile, etc., who will be in a position to certify about the quality as well as your performance /Performance of your firm	
22	Enclose a copy of valid Electrical Contractor's License and supervising license (applicable only for the firms/contractors applying for empanelment as an electrical contractor) (Enclose certified copy of the document as evidence).	
23	Declaration regarding near relatives working in Export-Import Bank of India.	
24	I hereby confirm that all information, particulars, copies of certificates, and testimonials in connection with my / our empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and Testimonials, not being found to be correct and genuine.	

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with the terms and conditions fully.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for Empanelment. I /We understand that if at any stage it is found/noticed by the Bank that any information thus provided by us is untrue/incorrect, partly, or fully, and in case of receipt of adverse/unsatisfactory report from other clients.

I /We also understand that partly / wrongly filled application and/or application not in prescribed Pro-forma and/or applications not accompanied by relevant documents/enclosures/annexures are liable to be rejected.

I/ We confirm that all the Rules prevailing in the state, all Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.

I / We understand that mere submission of the application does not entitle me/ us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and/or any application(s) without assigning any reason whatsoever. I/we understand that the Bank's decision in this regard will be final and binding on me/us.

Place:

Signature & Seal of the Contractor

Date:

Name:

Note: Please enclose all the Annexures with relevant supporting documents.

ANNEXURE-A

FOR CONTRACTORS - architects, interiors, contractors and packers & movers

(Please tick whichever applicable)

LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 5 YEARS

Enclose supporting documents

Sr. No.	Name of work/project with address	Nature of Work	Name & full postal address of the Client. Specify whether Govt. Undertaking along with name and address	Contract Amount (in Rs.) with a copy of work order	Stipulated time of completion (in months) Enclose clients completion certificate	The actual time of completion (in months)	Name & Address of Architect/ Consultant (if any)	Rem arks
1	2	4	3	5	6	7	8	9

(Add separate sheet if required)

Notes:

1. Information must be fitted up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant

ANNEXURE-B

FOR CONTRACTORS - architects, interiors, contractors and packers & movers

(Please tick whichever applicable)

LIST OF MAJOR WORKS UNDER EXECUTION

Enclose supporting documents

Sr. No.	Name of work/project with address	Nature of Work	Name & full postal address of the Client. Specify whether Govt. Undertaking along with name and address	Contract Amount (in Rs.) with a copy of work order	Stipulated time of completion (in months)	Present Status of the Project	Name & Address of Architect/ Consultant (if any)	Remarks
1	2	3	4	5	6	7	8	9

(Add separate sheet if required)

Notes:

1. Information has to be fitted up specifically in this format.

Name of Authorized signatory

Sign & seal of the applicant

CHECKLIST

(FOR CONTRACTORS - civil work - structural, electric & plumbing, interior work/modular furnishing/upholstery/office furniture, sanitisation, supply of hygiene products, grocery, vegetable, fruit, dairy, non-veg and packers & movers)

Name of the Firm/Establishment/Contractor/Vendor:

Name of the work:

Category Applied for:

Sr. no	Particulars	Submitted (Y or N)
1	Application Form	
2	Evidence for the year of establishment	
3	Evidence for Status of firm	
4	Evidence of name of directors / partners/ proprietor	
5	Evidence for Mode of Authorization	
6	Evidence for details of registration	
7	Evidence related to registration with govt/Semi govt banks/CPWD/Municipal Authorities	
8	Evidence of Annual Turnover	
9	Evidence of last three IT return	
10	GST registration certificate	
11	license from govt. departments	
12	Annexure A	
13	Annexure B	
14	Electrical Contractor's license	
15	Authorization certificate for A.C certificate	

Place

Signature & Seal of contractor

Date

Name :