



3rd Floor, Alexander Square,
New No 2,Old No(34&35),Sardar Patel Road,
Guindy, Chennai – 600 032.
www.repcohome.com

Empanelment of Furnishing Contractors

Last Date for Submission: 05.00 pm Hours, 24.06.2019

Ref No: RHFL/01/ADMIN/2019-20
03.06.2019

Notice for Empanelment of Furnishing Contractors

The Admin Department of Repco Home Finance Ltd invites proposals from reputed and experienced Contractors for empanelling them to Interior furnishing, Electrical & Data Cabling work in various branches / offices.

The eligible and interested contractors may download the “**Document for empanelment**” from our website. Applications should accompany with a Demand Draft for ₹2000/- favoring “Repco Home Finance Ltd” payable at Chennai may be submitted along with the duly filled in the document. The document submitted without the prescribed fee will be liable for rejection.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as ‘Application for EMPANELMENT of Furnishing Contractors 2019-20’ and **shall be submitted to the above mentioned address on or before 24.06.2019 upto 05.00 pm only by Post / Courier (NOT BY HAND/ E-mail):**

Proposals will be **opened at 11.30 Hours on 25.06.2019**. The Applicants or their representatives (Should be accompanied by an Authorization letter or ID card) who wish to be present during the evaluation process are welcome. The Proposals will be opened at 3rd Floor, Alexander Square, New No: 02(Old No: 34&35), Sardar Patel Road, Guindy, Chennai -600032.

The RHFL reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final. For further clarification kindly contact Admin Manager Mob No: 9884397797/8939844477 (between 10.00am – 5.00pm on working days).

Scope of work

- ❖ To undertake mainly original works, alterations and renovations involving erection of partitions work (both Customized and Modular type) in wood & aluminum & glass, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our branches/offices.
- ❖ To undertake HT as well LT works, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air - conditioners, UPA liasoning with Local Electricity Board (ie TNEB, KPTCL etc) for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works. Data Cabling structures LAN Cabling, Fixing/Erection of Router Boards etc.
- ❖ The electrical works also involves domestic electrical works attending to LT side, attending to repairs of electrical appliances like fans, geysers, pumps & motors, switchboards, re-wiring and cabling works.
- ❖ Proposals would be called from empanelled contractors for awarding contracts as and when the RHFL taking of the furnishing projects, works.
- ❖ The Selected/Empanelled contractors may also eligible to plan design, and execute Interior Furnishing & Electrical/Data Cabling contract works of RHFL.

The eligibility criteria shall be as under: -

- The applicant should have minimum five years' experience in the respective field and should have designed and Executed Interior furnishing, Electrical & Data Cabling contracts for the foreign / private / public sector bank / Govt Institutions.
- The applicant should have PAN & GST nos.

Evaluation of the Application / Selection Criteria:

- ❖ The evaluation will be based on the experience, reputation, empanelment with us, other Banks, PSUs, Govt. Institutions, man power & logistical support of the applicant, their financial capabilities, quality consciousness, etc if found necessary may also include inspecting the works undertaken by them for which, necessary co - ordination shall be made by them. Based on

the various parameters, the applicants will be empanelled. Decision of the RHFL 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.

General Terms & Conditions

- ❖ Contractors shall apply for empanelment in prescribed format, which can be down loaded from the web site.
- ❖ This empanelment will be valid for 2 years from the date of Empanelment. The services of the empanelled contractors would be reviewed periodically those who not performed as per our expectation would be removed from the panel. RHFL reserves the right to extend the period of empanelment till the new empanelment is made.
- ❖ The applicant should enclose draft (nonrefundable) for ₹2000/- in favor of Repco Home Finance Ltd, payable at Chennai.
- ❖ Applicants who have satisfactorily done Interior furnishing contract work at our Branches earlier i.e. Interior Furnishing work are eligible to apply without stipulated of minimum years of experience. However they shall have PAN/IT Returns and GST Registration Number.
- ❖ Documentary proof with respect to the pre-qualification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
- ❖ Contractors shall authorize the RHFL to approach his Employers, Clients, Corporations, Organization, etc. to verify firm's general reputation/competence.
- ❖ If the space in Performa is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Performa 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.

- ❖ Costs incurred by the applicant in applying, in providing necessary clarifications of attending discussions, conferences or site visits will not be reimbursed by the bank.
- ❖ The application shall be submitted strictly in the format as mentioned along with the supporting documents.
- ❖ 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.
- ❖ The applicant should ensure that the application should reach the given address within prescribed date and time as mentioned in the advertisement. Proposals received after the due date will not be considered.
- ❖ Application containing false and/or incomplete information is liable for rejection.
- ❖ The RHFL reserves right to accept or reject any or all the applications.
- ❖ Contractors who are already in RHFL's Panel need not to apply.
- ❖ Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of: -

The General Manager (ADMIN)
Repc Home Finance Ltd,
3rd Floor, Alexander Square,
New No: 02(Old No: 34&35),
Sardar Patel Road, Guindy, Chennai -600032.

Grievance Mechanism: Any vendor participating in this process but aggrieved by the decision of the Company may submit his representation in writing (within 10 days of completion of the process) to:

THE CHIEF DEVELOPMENT OFFICER,
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square, New No: 2,
Sardar Patel Road, Guindy, Chennai - 600 032

List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Proforma-I
3. Proforma-II
4. Proforma-III
5. Proforma- IV
6. Photograph of major work executed.
7. Letters / certificates of the clients of the projects informed in the form.
8. Three years balance sheet.
9. Copy of power of attorney (wherever applicable)
10. Pay order / demand draft of ₹2000/- in favor of Repco Home Finance Ltd payable at Chennai.

Sd/-
General Manager (ADMIN)

Annexure - I

To

The General Manager,
ADMIN
Repc Home Finance Ltd,
3rd Floor, Alexander Square,
New No: 02(Old No: 34&35),
Sardar Patel Road, Guindy, Chennai -600032.

Ref: **Application for empanelment as Contractor for Interior Furnishing,
Electrical & Data Cabling.**

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 authorize RHFL to approach our employers, clients, corporation organization etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date

Information to be furnished by the applicants

1	Name of the organization							
2	Address	Postal address						
		Telephone nos						
		E-mail address						
3	Year of establishment							
4	Status of the firm (Enclose copy) Firm Registration certificate / Partnership deed AOA/MOA							
5	Name of Directors/ Partners Proprietor		i) ii) iii)					
6	Name and address of Bankers		i) ii) iii) iv)					
7	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 Performa 3)		i) ii) iii)					
8	Whether an assesses of income tax, if so, mention permanent account number furnish copies of Income Tax Returns for the last 3 years.							
9	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years with ITR acknowledgement. i.e 2016 –17, 2017 – 18, 2018 – 19. If available for the year 2018 – 19 may also be furnished.		2016 – 17		2017 – 18		2018 - 19	
			Turn over	Net profit	Turn over	Net profit	Turn over	Net profit
10	If you are registered in panel of other organization / Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.		i) ii) iii) iv)					

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	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								
5								

Signature of the Applicant

Seal of the Firm & Date

PROFORMA- 2

LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

Seal of the Firm & Date

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	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							

Signature of the Applicant

Seal of the Firm & Date

Proforma - IV

OTHER RELEVANT INFORMATION

i) Work Force

Permanently Employed	Nos	Any others	Years with the firm
Masons			
Carpenters			
Mechanics			
Electricians			
Mate/Helpers			
Others			

ii) Workshop Facilities

Location	Land Area	Type of Structure	Type of Facilities

iii) List of Major Equipment in Possession of the Firm

Signature of applicant

Seal of the firm

Date