

# EMPANELMENT NOTICE



## Baroda Rajasthan Gramin Bank

(Sponsored by Bank of Baroda)

Head Office

**Citi plaza, First Floor**

**Vaishali Nagar**

**Ajmer 305004**

EMPANELMENT OF VENDORS/CONTRACTORS

FOR

LAN/DATA Cabling Work and Electric Cabling  
& Power Points Work

IN VARIOUS BRANCHES OF BANK



**INVITATION OF APPLICATIONS FOR EMPANELMENT OF VENDORS/CONTRACTORS  
FOR LAN/DATA CABLING WORK AND ELECTRIC CABLING & POWER POINTS WORK IN  
VARIOUS BRANCHES OF BANK**

**Baroda Rajasthan Gramin Bank** is a leading Regional Rural Bank with more than **274** Branches/Offices geographically located in Rajasthan with its **Head Office** at **Ajmer** and **Regional Offices** at **Sawaimadhopur, Bhilwara** and **Churu**. It caters to the banking needs of 13 Districts of Rajasthan

**Baroda Rajasthan Gramin Bank** (herein after called the BANK) invites applications on prescribed format from the experienced, reputed and competent vendors/contractors having experience of minimum 3 years in the field of Lan/Data cabling and electric cabling & Power Points and turnover of Rs.10 lac per annum for LAN/DATA Cabling work of Bank's various branches situated in Sawaimadhopur, Karuali, Dausa, Tonk, Bundi, Ajmer, Bhilwara, Banswara, Dungarpur, Chittorgarh, Pratapgarh, Churu and Bikaner Districts.

The cover duly sealed should be super scribed with "**Application for empanelment for LAN/DATA Cabling work and Electric Cabling & Power Points Work**" and it should bear the name and address, Phone No. of the vendor/contractor. The Cover duly sealed should be marked confidential and addressed to the **Asstt. General Manager(Co-ord), Baroda Rajasthan Gramin Bank, Head Office ,Citi plaza, First Floor Vaishali Nagar Ajmer 305004** and be submitted as detailed hereunder.

The application as above should be submitted in the enclosed format only which, may be obtained from us on the above address between 10.00 AM to 5.00 PM on working days (Monday to Friday) and between 10.00 AM to 2.00 PM on Saturday up to 26.06.2010 free of cost. The format may also be downloaded from our website [www.brgb.co.in](http://www.brgb.co.in)

No personal reference will be entertained.

Asstt. General Manager (Co-ord.)



## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

1.The empanelment of vendors/contractors are proposed for LAN/DATA Cabling work and Electric Cabling & Power Points Work in the branches/ offices of the Bank. Generally, the routine works of the Bank are awarded / procurements are made inviting competitive tenders / quotations from the empanelled vendors/contractors. However, the Bank has the right to award the work from any of the empanelled vendors/contractors, depending on the exigencies of the work / procurement and also opt for open tendering process for any particular work / procurement depending on the nature and magnitude of work / procurement.

2.Competitive tenders / quotations may be invited by our Head Office/Regional Offices situated at above mentioned places for proposed LAN/DATA Cabling work and Electric Cabling & Power Points Work in the branches/ offices fall under their operational area. 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.

3.No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.

4.Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificates shall be submitted. Incomplete applications or applications without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.

5.If the application is made by a partnership firm, current address of the firm and full names and current address of 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.

6.If the application is made by a limited company, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Bank as and when requires shall be submitted by the Company.

7.The evaluation will be made, based on the experience of the Vendors/ Contractors and their financial capabilities and may include inspecting the work finished by them for which they shall make necessary coordination. Based on the details furnished and inspection of the works to decide eligibility criteria, the Vendors/ Contractors will be empanelled. Decision of the bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled Vendors/ Contractors will be informed by post.



8.If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.

9.Applications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.

10.The Vendors/ Contractors having their office in the geographical jurisdiction of the Bank/ in the state of Rajasthan will only be considered. The empanelment will be valid for a minimum period of one year or up to the date of finalising next empanelment list.

11.The Vendors/ Contractors should not indulge in unethical practices, and should execute the works awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with bank staff, for smooth completion of the works.

12.The Vendors/ Contractors should execute the works satisfactorily, in time, and with good quality. The Bank will have the right to demote a contractor to a lower category/ suspend business with him for any period, debar/remove his name from the approved list of Vendors/ Contractors, after issue of a show cause notice as the case may be. Decision of the Bank will be final and binding.

13.All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Ajmer.

14.Baroda Rajasthan Gramin Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever.



## **SCOPE AND ELIGIBILITY CRITERIA FOR VENDORS / CONTRACTORS**

The panel for LAN/DATA Cabling work and Electric Cabling & Power Points Work **Vendors/Contractors** will be mainly used for undertaking LAN wiring and networking for computer installations and its maintenance at offices / branches of the Bank.

### **Eligibility Criteria:**

1. The contractor who intends to apply for empanelment should have the experience of successfully completing similar works for Banks/Government Departments/ Financial Institution/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ reputed firms during last 3 years ending 31.03.2010. Similar work means supply, installation, testing, commissioning and maintenance of LAN wiring, Network, Electric Cabling and Power Points.
2. The contractors should :
  - a. Have a well-established office and adequate engineering staff.
  - b. Be an Income Tax assessee.
  - c. Have registration with trade tax department with valid registration number.



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Ajmer 305004

## Application Format

(FOR EMPANELMENT OF VENDORS/CONTRACTORS FOR LAN/DATA Cabling work and Electric Cabling & Power Points Work IN VARIOUS BRANCHES OF BANK

1 Name of the Vendor/Contractor :

2. Address and telephone numbers :

3. Established since :

4. Experience :

a. LAN/DATA Cabling work

b. Electric Cabling & Power Points Work

5. Income tax \ Sales tax \ Service tax Nos. :

6. Details of similar orders :

**(please enclose copies of previous work orders)**

Date:

**Signature & Seal of  
Vendor/Contractor**

