



कार्यालय प्रशासन विभाग  
OFFICE ADMINISTRATION DEPARTMENT

Office Administration Department

Email ID : oa@rmgb.in

Phone No. : 0291-2593188, 189

**Notice inviting application for Empanelment for furnishing works for new & Existing Branches & offices under 15 districts service area of operation of Rajasthan Marudhara Gramin Bank.**


1. Empanelment will be valid for a period of 3 years from the date of acceptance of Application.
2. Schedule of work : Making & fixing of wooden furniture items like Cash Cabin, Counters, Tables, Low/full height partition & storage, side racks, slip box, notice board & Aluminium Glass Door works etc at new & existing branches & offices of our Bank in 15 districts of Rajasthan viz. Barmer, Bikaner, Dausa, Haumangarh, Jaipur, Jaisalmer, Jalore, Jodhpur, Nagour, Pali, Pratapgarh, Rajsamand, Sriganganagar, Sirohi & Udaipur. (having about 701 branches & 13 RBO)
3. Preference will be given to Vendor having valid registration/empanelment/Experience with Govt. / Semi Govt. / PSU / Public Sector Banks. Copy of the registration / empanelment to be enclosed with application form.
4. Vendor should have minimum 3 years experience of above mentioned work reckoned as on 31.03.2020
5. Vendor should have minimum value of Rs. 20.00 Lakhs work orders (Single or in pieces) during the FY 2019-20. Copies of such work order to be enclosed with Application form.
6. Certificate of Experience and satisfactory completion of work to be enclosed with Application form.
7. Vendor should have adequate staff strength of skilled and un-skilled / technical personal.
8. Vendor should have valid PAN, TIN No. and GST No. (if applicable). Self attested photo copy of the same to be enclosed.
9. Vendors are requested to submit their completed application in the prescribed performa with self attested photo copy of all required documents alongwith a DD / Banker's Cheque / FDR (having Bank's lien) of Amount Rs. 25,000.00 in favour of "Rajasthan Marudhara Gramin Bank" Payable at Jodhpur as security deposit.
10. The Security deposit may be forfeited in case of furniture made / fixed by L-1 vendor is found not as per design & size fixed by the Bank or material used is not as per specification approved by the bank or Vendor do not start the work within 10 days from the date of issue of work order or not complete the work within stipulated time or refuse to start the work. In such cases the Vendor may be "Black Listed" from the Empanel of the Bank also.
11. Bank will deduct 5% from every bill as security amount for defect liability period i.e. 12 months from the date of bill. If there is any defect, deficit or mistake found in furniture made / fixed by the Vendor within defect liability period, the vendor is liable to repair, correct or complete the same at own cost otherwise the security amount deducted from bill may be forfeited. If there is no any complaint arises regarding the work, the above security amount will be returned to the Vendor without any interest on completion of defect liability period.



12. Bank reserves the right to accept or reject any one or more or all applications received from Vendors (without assigning any reason thereon) and start the new process for the empanelment or cancel the present empanelment process.
13. Vendor should have sound financial position, attach copies of Financial Statements of the last two financial years viz. 2018-19 & 2019-20 with income tax return for AY 2019-20 & 2020-21.
14. The decision of the bank in this regard shall be final and binding on all the Vendors. All disputes of differences in connection with or relating to this empanelment shall be subject to the jurisdiction of the court at Jodhpur only.
15. After the empanelment of Vendors, the respective Regional office will call quotation as per requirement of branches/offices under their region from minimum three empaneled vendors in sealed envelope. The Regional Office Purchase Committee will open the envelope and compare the rates. Then after the proposal will be sent to HO for seeking sanction from competent authority alongwith quotation, comparison chart & recommendation of Regional Office Purchase Committee and Regional Manager.
16. Interested Vendors have to submit directly or through concern Regional Office their completed application in the prescribed performa with self attested photo copy of all required documents in a sealed envelope stating thereon "Application for Empanelement for Furnishing works" at below mentioned address upto 07.01.2021 by 05:00 p.m.

**The General Manager**  
Rajasthan marudhara Gramin Bank,  
Head Office, Tulsi Tower,  
9th B Road, Sardarpura,  
Jodhpur (Rajasthan) 342003

**Note - The copy of above notice & performa of Application may be obtained from our Head office & 12 Regional Offices or may be downloaded from our Bank's Website [www.rmgb.in](http://www.rmgb.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in)**



**GENERAL MANAGER**

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APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR FURNISHING WORKS

1	Name of the organization / Firm / Applicant	
2	Address (with contact numbers & Email)	
3	Year of Establishment	
4	Status of the Firm (Whether Company / Partnership / Proprietorship)	
5	Name of the Directors / Partners/ Proprietor	
6	Whether registered with the registrar of companies/ registrar of Firms. If so, mention Number & date.	
7	Name and address of the Bankers	Bank's Name Branch Account No.
8	Whether registered for GST. If so, mention number and date. Furnish also copies of GST of last financial year.	
9	Whether an assessee of Income Tax. If so mention PAN Number. Furnish copies of Income Tax clearance certificate of last financial year.	
10	Attach copies of Balance Sheet and Profit & Loss Account for the last year viz : 2017-18, 2018-19 & 2019-20 with Income tax return.	
11	If you are registered in the panel of other organizations / PSU / Nationalised Banks / Govt & date of empanelment & enclose copy of the letter of empanelment.	
12	Detailed description and value of works done for other in the past with any other organization furnish the details of work executed on the format Annexure-I	
13	Furnish the names, addresses and telephone numbers of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.	
14	Furnish the details of persons permanently employed on the format Annexure-II	
15	Details of Arbitration entered in to last five Years, if any.	

Place :

Date :

Signature of Vendor with seal



Annexure-I

**LIST OF MAJOR SIMILAR WORKS COMPELETED DURING THE LAST 3 YEARS**

Sl. No.	Name of the client	Nature of work	Estimated Value	Date of Start	Period of Completion	Actual Date of Completion	Final Bill Amt.	Reasons for the variation / Delay if any

Place :

Date :

Signature of Vendor with seal

ANNEXURE - II

**KEY PERSONNEL PERMANETLY EMPLOYED**

Sl. No.	Name	Work Description	Qualification	Experience	Years with the Firm	Any other

Place :

Date :

Signature of Vendor with seal

