



Ref: KSCB/AM/E-2/Empanel/2020-21

P.B. No. 6515, COBANK TOWERS,  
VIKAS BHAVAN P.O., PALAYAM  
THIRUVANANTHAPURAM,  
PIN-695 033

16-09-2020

**Empanelment Notice - Corrigendum for date extension**

Kerala State Co-operative Bank invited empanelment from eligible entities/personnel for the below services/contract. Considering requests received from agencies the date of submission for empanelment is extended as below;

	<b>Types of Empanelment</b>	<b>Document submission start date</b>	<b>Document submission end date</b>	<b>Document submission extended date &amp; time</b>
<b>1</b>	Civil/Architecture Consultant	17/08/2020	17/09/2020	25/09/2020 3:00 PM
<b>2</b>	Civil contractor	17/08/2020	17/09/2020	25/09/2020 3:00 PM
<b>3</b>	Electrical consultant	17/08/2020	17/09/2020	25/09/2020 3:00 PM
<b>4</b>	Electrical contractor	17/08/2020	17/09/2020	25/09/2020 3:00 PM
<b>5</b>	Physical security equipment	17/08/2020	17/09/2020	25/09/2020 3:00 PM

Empanelment documents are available on the website of Kerala State Co-operative Bank Ltd [www.keralacobank.com](http://www.keralacobank.com). Any further addendum/corrigendum/cancellation of empanelment notice will be published on the website only. The authority reserves the right to reject any or all submission documents without assigning any reason thereof.

For more details regarding the empanelment, you shall kindly contact Bank's Asset Management Department (Ph: 0471-2547241/228/231/9946951643).

**For Kerala State Co-operative Bank Ltd.**

**Sd/-**

**Deputy General Manager  
Asset Management Department**



## **The Kerala State Co-operative Bank Ltd**

(A scheduled Bank)

**ASSET  
MANAGEMENT  
DEPARTMENT,  
HEAD OFFICE,  
POST BOX NO. 88, VIKASBHAVAN, PALAYAM,  
THIRUVANANTHAPURAM - 695033**

**EMPANELMENT OF CIVIL CONTRACTORS FOR ASSET MANAGEMENT**

**DEPARTMENT,**

**HEAD OFFICE, THIRUVANANTHAPURAM**

### **APPLICATION DOCUMENT**

Date of Issue of Application	From 17-08-2020 to 17.09.2020 up to 2.00 p.m.
Last Date for submission of Application	Before 3.00 p.m. on 17.09.2020
Date of opening of Application	At 3.30 p.m. on 17.09.2020

## GUIDELINES FOR FILLING THE APPLICATION

- 1) Application can be downloaded from the Bank's website [www.keralacobank.com](http://www.keralacobank.com).
- 2) Application can also be obtained from the Head Office of Kerala state Co-operative Bank, Thiruvananthapuram.
- 3) Filled application along with all required supporting documents have to be enclosed in envelope and super scribed as **"Application for empanelment of Civil Contractors for Kerala Bank, Branches/Zonal offices and Head Office"** and has to reach/submit the same at Asset Management Department, Kerala Bank Head Office, Vikasbhavan PO, Palayam, Thiruvananthapuram on or before **17.09.2020 at 3.00p.m.**
- 4) Applicants should not make any change/alteration to any of the clause of the Application. It will make the applicant disqualified. The applications should be complete in all respects. Incomplete applications will berejected.
- 5) Self-attested photo-copies of all documents supporting eligibility criteria and other details furnished in the application form are to be submitted along with the application form. On demand by the Bank, the applicant should produce originals of all documents submitted along with application forempanelment.
- 6) Bank will not be responsible for any loss of application either in transit or otherwise and for non-receipt of the same in time. Hence applicants are advised to ensure that the completed application reach us intime.
- 7) In case a single applicant applies for empanelment for both Civil Contractor as well as Architect / Civil Consultant, then the Bank shall consider the application in one suitable category depending on the merit of the application. And application for the other category will be ignored.

**Place:**

**Date:**

**Signature of the Applicant withseal**

**(On letter head of the contractors)**

Date:

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Chief Executive officer,  
Kerala State Co-operative Bank Ltd,  
Cobank Tower, Head Office,  
Vikasbhavan PO,  
Palayam, Thiruvananthapuram

Dear Sir,

Sub: -- Empanelment of Civil Contractors in Kerala Bank

I / we have read and understood the press notice/notice in the Kerala Bank's website including guidelines, declaration and terms & conditions given in the application form. I am/ we are hereby submitting my/ our application for empanelment as Civil Contractors in your Bank. I / we do hereby declare that the information furnished in the application and supplementary sheets is correct to the best of my/our knowledge and belief. I / we have signed on the bottom of all the pages of the application and other documents submitted by me/us.

Thanking You,

Yours faithfully,

Signature of the applicant(s):

Name:

Designation

## MINIMUM QUALIFICATION CRITERIA

(Documentary proof for each item is to be furnished with Application)

### APPLICANTS SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR EMPANELEMENT

1. The Applicant shall be Civil Contractor having minimum **Three years of experience** in the field of Civil Contract Works as at 30-04-2020.
2. The Applicant should have Solvency for a minimum value of Rs. 2 lakhs. Enclose Solvency Certificate issued from any one of the Nationalized Bank/Commercial Bank/Scheduled Bank.
3. The Applicant should have satisfactorily executed three Civil works of minimum value Rs 25 lakhs.

#### Documentary Proof required:

Work Order/ Completion Certificate issued by the authorized officer of the client department (Nationalized Bank/Government/PSUs/Erstwhile District Bank/Commercial Bank/Private Bank Similar Kind of institution) on their letter head consisting contact details including phone number and stating the below details;

- a) Date of issue of Work Order. (Date of work order will be considered for qualification period)
  - b) Name of the applicant.
  - c) Nature of work
  - d) Value of work
4. The Applicant shall have its Office / Branch within the geographical area of the Kerala State. Proof for address such as documents and certificates issued by Government agencies, registered rent/lease deeds etc to be submitted.
  5. The Applicant shall have a valid PAN number. The copy of the PAN number should be enclosed.
  6. The Applicant should be registered for GST. The Applicants those who do not have GST registration should submit a declaration on Rs 100 Stamp Paper to the effect that they are not required registering for GST as per GST Act and rules. As soon as the rule becomes applicable to them, they shall inform the same to the Bank immediately. Further they indemnify Bank against any losses / Suits for purpose of them not having GST registration.
  7. Copy of the Aadhaar Card of Proprietor/ All Partners / All Company Directors should be enclosed. In case of non-availability of the Aadhaar card, the individual shall provide an undertaking on the firm's letter head that he has not opted for Aadhaar card and submit copy of any one of the below documents as address proof
    - i. Valid Passport
    - ii. Voter ID card
    - iii. Valid Permanent Driving License.

8. All the forms provided in the application documents must be completed in full and all pages of documents must be signed and sealed before their submission.
9. A copy of the Power of attorney as required under the rules for signing and submission of application documents is to be submitted along with the application in case the applicant is other than individual/proprietor.

## APPLICATION FORM FOR EMPANELMENT OF CIVIL CONTRACTORS

Sl No	Description	To be filled by the Applicant
1	Name of the Applicant (Specify name of firm/ Company/Proprietorship if the applicant is not applying in the individual name)	
2	Complete Postal Address  (Enclose Address proof such as copy of Trade License, Tax Registration Certificate, etc acceptable to the Bank)	
	Telephone numbers (landline)	
	Fax numbers	
	Mobile numbers	
	E-mail address	
	Website Address	
3	Address of Branches if any (In case of more than one branch details may be provided in separate sheet)	
4	Year of Establishment and Experience <b>(Enclose necessary proof)</b>	
5	Status of the Firm (Whether Company/ Partnership/Proprietorship). In case of applicants other than proprietor and individual, enclose copy of certificate of constitution such as Memorandum of Association, Certificate of Incorporation, and Partnership Deed etc.	

6	Name of Chief Executive Officer/ Chairman/ Managing Director/ Managing Partner and other Directors/ Partners. Contact numbers and email address of each of the individual is to be provided	i)  ii)  iii)
7	The names of persons with designation, contact number, email address who are authorised for signing documents such as Contract Agreement, Correspondences, Tenders, Offer letters, discounts etc and running the day to day affairs of the firm.	
8	Whether registered with the Registrar of Companies/Registrar of Firms. If yes, mention Registration number and date. <b>(Enclose copy of registration Certificate)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Company/ Firm Registration No: Date:
9	Whether an assessee of Income Tax. If yes, mention permanent account number. <b>(Enclose copy of PAN Certificate.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No PAN No:
10	Whether registered for payment of GST. If yes, give registration Number and date. <b>(Enclose copy of Registration Certificate)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No GST No: Date :
11	Give Aadhaar Number of Proprietor/ All Partners / All Company Directors.  <b>Attach copy of Aadhaar Card.</b>	i) ii) iii) iv) v)
12	Whether registered with Employees State Insurance Corporation (ESI)? (Enclose Copy of Registration Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No ESIC Registration No:
13	Whether registered with Employees Provident Fund Organization (EPFO)? (Enclose Copy of Registration Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No EPFO Registration No:



14	<p><b>Total Years of Work experience as Civil Contractors</b></p> <p><b>The Applicant should have minimum five years of experience in the field of Civil Contract Works.</b></p> <p>Following details are to be filled in enclosed formats given :</p> <p><i>(Enclosure 1) Detailed description and value of works done for others.</i></p> <p><i>(Enclosure 2) Detailed description and value of works done for kerala state co-operative Bank or erstwhile district co-operative Bank</i></p> <p>(Submit copies of supporting documentary proof for work details mentioned in enclosures 1 and 2 including the Work Completion Certificates)</p>	
15	Give consolidated annual financial business turnovers of the firm for the immediate last three years (year wise) in lakh rupees. (Enclose copies of audited Balance Sheets and Profit & Loss Accounts).	2017-18 2018-19 2019-20
16	<p>If you are Empaneled in the Civil contractor panel of any other organizations/statutory bodies such as RBI, CPWD, State PWD, Banks, MES, LIC, Financial Institutions, Railway etc., furnish their names, category and date of registration.</p> <p><b>(Enclose proof of Empanelment for each Organization)</b></p>	1) 2) 3) 4) 5) 6) 7) 8) 9) 10)
17	<p>Three Civil works of more than Rs 10 lakhs successfully completed.</p> <p><b>(Enclose Satisfactory Work / Order Completion Certificates issued by Clients)</b></p>	1) 2) 3)
18	Whether willing to offer your services for all Branches/Offices coming under the jurisdiction of Zonal Office, Kerala and Head Office. If No, then specify the geographical area/districts where services cannot be offered.	<input type="checkbox"/> Yes <input type="checkbox"/> No

19	Name and address of Bankers	i)  ii)  iii)
20	<p>Details of Bank account to which payments to the contractor are to be made. (this detail will be maintained by the bank for NEFT/RTGS payment)</p> <ul style="list-style-type: none"> <li>➤ Name of Bank</li> <li>➤ Name of Branch</li> <li>➤ Type of Account: Savings/Current/OD</li> <li>➤ Account No.</li> <li>➤ IFSC Code:</li> <li>➤ Name mentioned in the Account.</li> </ul>	
21	Furnish name, designation and Official address with telephone numbers of 3 responsible persons who will be in a position to certify about the quality as well as the past performance of your firm.	1.  2.  3.
22	Do you have any relative who is working in Kerala Bank? <b>If yes, furnish name, designation and name of the branch/Office in which presently working.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
23	Whether your Company/ Firm/ Proprietorship or the Director/ Partner/ proprietor had been black-listed/delisted from any organization in the past. If yes, give full details.	
24	Any litigation is pending against your Company/ Firm/ Proprietorship with regard to work done by your establishment or tender submitted by you or such other matter.	
25	Any Other information you may wish to Provide:	

Signature of the Applicant with seal

## DECLARATION

1. The above particulars furnished by me/us are true and correct.
2. The duties/functions expected to be performed by me/us are clearly understood by me/us.
3. I/We agree to execute necessary agreement for any work entrusted/to be entrusted to me/us at the appropriate time and I/we also agree to bear all expenses towards executing the agreement.
4. I/We understand that Bank reserves the right to accept, reject my/our application without assigning any reasons, whatsoever, and the decision of the Bank shall be final and binding on me/us.
5. I/We have enclosed self-attested photo copies of all required documents sought for in the application including the supporting information.
6. I have enclosed list of all directors/partners and their addresses in a separate sheet as Annexure to this application. **(This is applicable to Companies and Partnership firms only).**
7. I/We have enclosed the organization chart of my / our establishment showing all supervisory and technical staff working for it.
8. I/We understand and agree that Bank reserves the right to inform/recommend unsatisfactory/incompetence of the empaneled Contractor to the respective Statutory Body or to any other organization etc. in this regard for blacklisting or such other necessary action.
9. I / We would like to state that, in the event it is established that I / We are involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets to Bank, my / our empanelment in the Bank can be terminated. In addition to the removal from the panel of your Bank you may approach concerned professional body with complaint of misconduct against me /us.
10. I/We shall abide all terms and conditions mentioned in this application for empanelment.

Place:

Date:

Signature of the Applicant with seal

**Enclosure 1: Detailed description and value of works done for others.**

<b>Details of work done for clients other than Kerala State Co-operative Bank in the descending order of the Value of Work. (Enclose copies of supporting documents of proof)</b>					
SI NO	Name of Client and address	Name of work / project with address with short description of work	Value of work Executed	Stipulated Duration of completion with specific dates	Actual duration of work with specific dates
1					
2					
3					
4					
5					
6					

Signature of the Applicant with seal

**Enclosure 2: Detailed description and value of works done for KSCB Ltd or  
Erstwhile District Co-operative Bank**

<b>Details of work done for Kerala State Co-operative Bank/Erstwhile District Co-operative Bank in the descending order of value of Work. (Enclose copies of supporting documents of proof)</b>				
<b>SI NO</b>	<b>Name of work / project with address with short description of works executed</b>	<b>Value of work Executed</b>	<b>Stipulated Duration of completion with specific dates</b>	<b>Actual duration of work with specific dates</b>
1				
2				
3				
4				
5				
6				

Signature of the Applicant with seal

**Enclosure 3 Detailed description of persons employed**

<b>Details of key persons employed by you</b>					
Sl No	Name of Person	Designation	Qualification	Total experience	Experience with your firm
1					
2					
3					
4					
5					

Signature of the Applicant with seal

**Enclosure 4 Detailed description of Office area/Workshop area**

<b>DETAILS OF WORKSHOPS</b>			
Location	Land Area	Type of structure	Type of facilities

Signature of the Applicant with seal

**Enclosure 5 Detailed description of Equipments / Tools/Software**

<b>LIST OF MAJOR EQUIPMENTS/TOOLS/SOFTWARE IN POSSESSION BY THE CONTRACTOR</b>		
<b>Sl. No</b>	<b>Name of the equipment/Tool/Software</b>	<b>Details</b>

Signature of the Applicant with seal

**Enclosure 6 Detailed descriptions of Litigations**

<b>WHETEHR ANY SUIT/LITIGATION/ARBITRATION ARISEN IN THE CONTRACTS EXECUTED BY YOU DURING THE PAST 10 YEARS / BEING EXECUTED NOW?</b>					
<b>Name of the project &amp; employer</b>	<b>Nature of work</b>	<b>Work Order No &amp; Date</b>	<b>Present stage of work</b>	<b>Value of Contract</b>	<b>Brief details of Litigation</b>

Signature of the Contractor with seal

## TERMS AND CONDITIONS OF EMPANELEMENT

- 1) After empanelment any change in the Address, contact information including Phone Numbers, Constitution etc has to be informed to the Bank within 15 days from the date of such change. Any other change which affects the information furnished by you in the application also need to be informed within 30 days from the date of such change.
- 2) This empanelment will be valid for a period of 5 years or till such time the Bank forms a new empanelment subsequent to this empanelment. However, the Bank will have the liberty to cancel this empanelment at any point of time even in the initial 5 years period also without assigning any reason. Bank may also review the empanelment every year for retaining good performing Contractors and to remove non-performing Contractors based on their performance in the Bank's Panel.
- 3) Based on the compliance of the applicants to minimum qualification requirements mentioned in this document, KYC compliance and after due diligence of applicant's business, the Bank will select/ reject the applicant for empanelment. Bank's decision in this regard shall be final and shall be binding on the applicant.
- 4) **Exemptions And Preferences for Medium & Small Enterprises (MSE) and Start-Up Firms:**
  - The MSEs and Start-up Firms are exempted from application fee on furnishing relevant valid certificate for claiming exemption. Start-ups must have Department of Industrial Policy & Promotion (DIPP) registered certificate.
  - Whenever individual tenders are invited from empaneled applicants' preferences/ exemptions in terms of tender fee, EMD, prices, awarding of works etc. will be applicable to MSEs and Start-up as per prevalent statutory guidelines.
- 5) Bank may add to the list of empanelment, if any contractor applies during the period of empanelment and is complying with all the minimum qualification criteria mentioned in this application.
- 6) The selected Contractor will have to coordinate with different Agencies / Consultants/ Contractors for the smooth execution of the work. During execution of works, written directions given by Security Division and Information Technology Division have to be complied under intimation to this Division.
- 7) In the event it is established that the empaneled Civil Contractor is involved in unfair practices including false/distorted reports, which ultimately lead to distressed assets of Bank or such other damages, then the empanelment of such Contractors will be terminated. In addition to the removal from the panel, Bank may approach concerned professional body or other organizations with the complaint of misconduct against such Contractor.
- 8) The empaneled contractors will be invited for quoting their rates through tenders/quotations of the bank either by online (E-tender portal of State Government) or offline. Depending on estimated value of the work / Project, the Bank reserves the right to tender the work/project amongst empaneled contractors or to make it an open tender to the public. The rights for type of tender to be called either by online (E-tender portal of State Government) or offline rest entirely on Bank and empaneled contractors have no say in the matter.
- 9) **In case, after empanelment, the contractor is not participating in three consecutive tendering processes, the Bank may delist their name from empanelment at its**



**discretion.**

- 10) In case the empaneled Contractor is not successful in any of the tenders or only in few tenders, the Bank may not consider their name for continuance in the Panel of the Bank at its discretion.
- 11) The tender documents will be floated through email communication and it is deemed to be official communication from the Bank. The empaneled Contractor need to submit the completed tender in either **sealed manner to the bank or through the e-tender portal of state government/Bank as mentioned in the tender document**. It is the responsibility of the contractor to register valid email id with Bank which is in usage and also register in the e-Tender portal of State government when required. Any queries regarding the registration, will get from the Kerala State IT mission e-Tender Help desk. The email id registered must periodically be checked by contractor and in case any communications are missed Bank will not beresponsible.
- 12) Awarding of work is at the sole discretion of the Bank and payment of Bills for the works executed will be subject to the norms prevailing in the Bank from time to time.
- 13) Services of the empaneled Civil Contractors will be utilized as and when needed by the Bank and just empaneling of the contractor in the bank's panel does not mean any guarantee of awarding works to thecontractor.
- 14) The Contractors when awarded with a work shall take all the required labour registrations – duly complying with the formalities under Contract Labour Act and Rules – and indemnify the Bank against any claims in thisregard.
- 15) It is the sole responsibility of the contractor for the safety of his workers at the time of execution of any works related to the bank and he should obtain necessary group insurance for the compensation to his workers. Bank is not liable for payment of any compensation/ medical treatment for the workers of contractor in the event of any accident.
- 16) In case of urgency, the Bank will have right to award petty civil works to any of the empaneled Civil Contractors on single quotation basis at reasonable rate on rotation among the empaneledcontractors.
- 17) The Bank does not undertake any responsibility to compensate the empaneled Civil Contractor for any monetary loss other than the Bill amount payable for works executed bycontractor.
- 18) The Bank reserves right to delete the name of any Contractor from the Panel of Contractors at any time without assigning any reasonthereof.
- 19) Contractor should follow all the Relevant standard IS code of practice while executing the project and fulfill the project on the basis of direction of the concerned site Engineer/Supervisor or any person appointed by the Bank.

Place  
Date

Signature of the Applicant withseal  
Name