



Notice inviting
Application for Empanelment
of
Contractors
for
Outsourcing of photocopy work at CBI, ACB, Bhopal

Date of Release:- 03/03/2020

Central Bureau of Investigation, Anti-Corruption Branch, Anveshan Parisar, Char
Imli, Bhopal- 462016 (M.P.), India

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Schedule for submission of Application for Empanelment:

EVENT	DATE
Issue of application documents	From March 03, 2020
Last date and time for submission of duly filled-in complete Application form for Empanelment along with documentary evidence of possessing necessary eligibility-qualifications in a sealed cover.	March 13 , 2020 at 14:00 hrs
Opening of Application documents	March 16 , 2020 at 15:00 hrs
Contact Officials and details	Head Of Branch, Central Bureau of Investigation, Anveshan Parisar Char Imli , Bhopal (M.P.)-462016 Phone : 0755-2430034

The Proforma containing the details regarding the broad scope of work, qualification, process & eligibility criteria etc. can also be downloaded from the Central Bureau of Investigation's website at www.cbi.gov.in. The completed Application for Empanelment document shall be submitted on or before the date and time of submission at the following address:

Shri Jayadevan A., IPS
SP/Head of Branch
Central Bureau of Investigation
Anti-Corruption Branch,
Anveshan Parisar, Char Imli,
Bhopal- 462016 (M.P.) India
Ph. 0755-2430303, 2431313, Fax No. 0755-2430034
E-mail:- hobacbpl@cbi.gov.in

Notice inviting Application for Empanelment of Contractors for Outsourcing of photocopy work for Central Bureau of Investigation, Anti-Corruption Branch, Bhopal.

Central Bureau of Investigation (CBI), Anti-Corruption Branch, Anveshan Parisar, Char Imli, Bhopal- 462016 (M.P.), India is planning to empanel the Contractors for Outsourcing of photocopy work for Central Bureau of Investigation, Anti-Corruption Branch, Bhopal Office.

The “Application for Empanelment” can be downloaded from the Tenders Section of the CBI’s website (www.cbi.gov.in). All applications must conform to the guidelines set out in the Empanelment document. The due date for submission of Application for Empanelment is 14:00 hrs on March 13, 2020.

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1. Bidders' Eligibility Criteria:-

Part - A

- a. The bidder shall provide documentary evidence that it is currently a legal entity.
- b. The bidder must have minimum Two Years of experience (Date of work order must be on or before December 31, 2017 for executing the work of Photocopy. For establishing the same, the bidder should submit a copy of work order issued by appropriate authority on or before December 31, 2017 and a copy of completion certificate of the same work.
- c. The details of qualifying works/projects shall be furnished as per the proforma in **Section III**. The bidder shall also facilitate the inspection of the above qualifying project(s) by CBI, ACB BHOPAL's officials to ascertain the performance of the system.
 - i. NOTE: CBI, ACB, BHOPAL may inspect any of these installations to verify the credentials of the bidder at its discretion for the qualifying works/ projects indicated above. The Bidder shall provide references (including Referee names and contact details) in respect of the projects implemented.
- d. The client report/ certificate for the above qualifying works shall be submitted along with the Application for Empanelment in the format (Section IV). For works carried out for Government/ public sector companies, the certificate should be signed by the appropriate authority.

Note: The Bidder shall furnish relevant documentation supporting the above eligibility/ qualification criteria. In case of non-compliance to any of the eligibility criteria mentioned above on or before the last date of submission of application for Empanelment , the Bidder shall be liable to be disqualified without any notice and the applications of the bidder may not be processed further. Bidders should avoid enclosing additional / irrelevant document with respect to their eligibility.

2. Scope of the Work:

CBI, ACB, Bhopal desires to Outsource the Photocopy work for CBI, ACB, Bhopal Office.

3. General Instructions and Term and Conditions:

Duly filled-in Empanelment form along with required documentary proof for various items described in Section I to Section VI hereunder shall be submitted on or before the due date and time in the specified manner. The application received after due date and time shall be liable for rejection.

All the submissions / declarations / assertions made by Bidder should be on their **letter head** only and each and every page of the document should contain name of company and signatures of the authorized signatory.

The bidders must submit a **hard copy of their application** document in a single sealed envelope at the specified address within the prescribed closure time.

The Applications for Empanelment not submitted in the prescribed format or incomplete or after due date in any sense are liable to be rejected.

The CBI is not responsible for non-receipt of Application for Empanelment within the specified date and time due to any reason including postal delay or holidays.

Bidders should not give any commercial offer in the Application for Empanelment document.

Bidders should provide the details of their support centers and spare depot for the equipments proposed to be used for the purpose of photocopying.

Bidders should authorize a person who can be **single point of contact** for all future correspondence. Accordingly, Bidder should provide authorization document and all the details of the person. No correspondence will be entertained from unauthorized persons.

The bidder shall be required to depute personnel to co-ordinate, execute and supervise all the activities from commencement till completion of photocopying work and hand over along. This team of personnel will also be required to monitor the progress and review in consultation with CBI, ACB, BHOPAL's officials on a regular basis.

Bidders should provide escalation matrix of their company for this project. Names of all the persons, contact details along with their designation should be submitted.

Bidder should submit the details of the major projects which they have done in the last two Years or are currently doing for CBI, if any.

During the validity period of the panel, CBI, ACB, BHOPAL at its discretion may completely/partially scrap the panel and may re-invite applications for Empanelment. The decision so taken shall be final and binding on all the bidders.

CBI reserves the right to short list Bidders based on its requirement and based on technical evaluation of the documents and the Software Model submitted by the bidders, presentations, site visits, etc. The decision of the CBI in this regard shall be final.

CBI further reserves the right to issue Tenders to bidders it deems eligible and qualified based on the evaluation of the responses received and the short-listing methodology of CBI. Based on the evaluation criteria mentioned in the Empanelment process, a list/ panel of qualified/ successful bidders shall be prepared.

The CBI reserves the right to accept or reject any application for Empanelment or cancel any application without assigning any reason thereof and CBI's decision in this regard will be treated as final.

Notwithstanding anything contained herein above, in case of any dispute, claim and/or legal action arising out of this invitation, the same shall be subject to the jurisdiction of courts at BHOPAL only.

Format for Letter of Application
[On the Letter head of the Applicant]

Date:-

To,

The Head of Branch,
Central Bureau of Investigation,
Anti-Corruption Branch,
Anveshan Parisar,
Char Imli, Bhopal- 462016

Ref: Application for Empanelment of Contractors for Outsourcing of photocopy work in the CBI, ACB, BHOPAL OFFICE-reg.

Sir,

Being duly authorized to represent and act on behalf of
(hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby apply for Empanelment of Contractors for Outsourcing of photocopy work in the CBI, ACB, BHOPAL OFFICE

I also understand that if at any time, any of the information provided by me in the Empanelment application is found to be incorrect; the CBI, ACB, BHOPAL may take any action, including cancellation of my bid/ contract.

The details as per the requirements of the Empanelment enquiry along with the required documents are enclosed for your consideration.

Yours faithfully,

(Signature of Authorized Signatory)
<NAME, TITLE AND ADDRESS>

FOR AND ON BEHALF OF
<NAME OF THE APPLICANT ORGANISATION>

Basic Information

S. No.	Description	Bidder's Response
1	Name of the applicant organization	
2	Type of the organization (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Co-operative Body etc.)	
3	Date of Incorporation/ registration	
4	Corporate/ Registered Office Address	
5	Experience in the field of Photocopy of work	_____ Years
6	Name and Addresses of Directors / Promoters/ proprietor/ Partners of the Organization/ Firm	
7	Name, Address and contact details of authorized signatory	
8	Name of the Contact Person	
9	Phone No.	
10	Fax No.	
11	Email address	
12	Please attach the authority letter (Power of attorney) for the official who is designated to correspond with CBI for this Empanelment	
	i) Photocopy work	
13	Escalation matrix of bidders	
14	Banker's certificate issued by the applicant's Banker as per the proforma	

15	Whether any Civil Suit/ Litigation/arbitration had arisen in the contracts executed during the last 5 years/ being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
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Signature of the applicant

Bidder's Eligibility Criteria

Section III

1. Date of incorporation/ registration --
(Copy of certification of incorporation /registration to be attached)
2. Copy of work/purchase order of similar works and its completion certificate (of any amount) to be attached to prove the experience of Two Years in this field (Date of work order should be prior to December 31, 2017).

S. No.	Name of work and location	Name, Address and Contact details of the principal employer	Work order ref. No. & date	Stipulated date of completion	Actual date of completion

3. List of similar works executed by the applicant during last Three Years to be considered for meeting the eligibility criteria (completed after December 31, 2017) as per format given below:

S. N o.	Name of work and location	Name, Address and Contact details of the principal employer	Value of work	Work order ref. No. & date	Stipulated date of completion	Actual date of completion

4. Yearly Turn-over during last two financial years

S. No.	Financial Year	Turn-over (Rs.)
1	2018-19	
2	2017-18	

5. Banker's certificate as per the proforma by the bidder to be attached
6. Details of the Service Setup:

S. No.	Address of the own office and service set-up	Office / Service Centre	Name and Contact details of the in-charge

7. Details of Banker(s)

S. No.	Particulars	Details
1	Address of the Bank/ Branch	
2	Contact Person	
3	E-mail	
4	Telephone Number	
5	Fax Number	

Signature of the applicant

**FORMAT FOR CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF THE
BIDDER**

Name & address of the Client

Details of Works executed by M/s _____

S. No	Name of work with	
1	Brief particulars of the work	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid	
9	Name and address of the authority under whom works executed	
10	Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11	i) Quality of work (indicate grading)	Outstanding/Very Good/ Good/Satisfactory/poor
	ii) Amt. of work paid on reduced rates, if any.	
	i) Did the contractor go for arbitration?	
12	ii) If yes, total amount of claim	
	iii) Total amount awarded	
	Comments on the capabilities of the contractor.	
13	a) Technical proficiency	Outstanding /Very Good/ Good/ Satisfactory /poor
	b) Financial soundness	Outstanding/Very Good/ Good/Satisfactory/poor
	c) Mobilization of adequate T&P	Outstanding/Very Good/ Good/Satisfactory/poor
	d) Mobilization of manpower	Outstanding/Very Good/ Good/Satisfactory/poor
	e) General behavior	Outstanding/Very Good/ Good/Satisfactory/poor

Note : All columns should be filled in properly

Reporting Officer* with Office seal

* countersigned”

*Appropriate officer.

FORMAT OF BANKER'S CERTIFICATE

S. No.	Description	Banker's Comments
1	Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)	
2.	Name of the Proprietor/ Partners/ Directors of the firm	
3.	Credit facility/ Overdraft facility enjoyed by the firm.	
4.	Dealings of the firm with Bank (Satisfactory / Unsatisfactory)	
5.	The period from which the firm has been Banking with your Bank.	
6.	Any other remarks	

Banker's opinion: whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost **Rs.5 Lakhs**.

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(Signature)
 For the Bank

Note:

1. Banker's certificates should be on letter head of the Bank, sealed in cover addressed to The Head of Branch, Central Bureau of Investigation, Anti-Corruption Branch, BHOPAL - 462016.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

Check List

Application for Empanelment should contain the information/ details in the following format along with necessary supporting documents as proof, wherever required:

Sr. No.	Document	Required details furnished (Yes/No)
1	Covering Letter (Section I)	
2	Basic Information (Section II)	
3	Bidders' Eligibility Criteria: Details and Documents related to bidders' eligibility criteria as per (Section III)	
4	Format for client's certificate and Banker's certificate (Section IV &V)	
6	Any other information relevant to the proposed work	

Please Note: This is not a Tender and commercials are not to be submitted with this Application for Empanelment.

Seal & Signature of the Applicant