

MIZORAM RURAL BANK

Head Office: MINECO, Khatla, Aizawl, Mizoram-796001

Phone No.(0389)2333049, 2333006.

Website: www.mrb.bank.in Email: fa@mrb.bank.in

EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS/REPAIR WORKS/ INTERIOR & FURNITURE WORKS AND ELECTRICAL WORKS

Mizoram Rural Bank invites applications for the empanelment of contractors for Civil Works (including Plumbing & Sanitary), Repair Works (Civil, Sanitary & Plumbing), Interior & Furniture Works, and Electrical Works for its branches, offices, and quarters across Mizoram State.

Intending applicants may download the Application Form, Eligibility Criteria, and other relevant documents from the Bank's website www.mrb.bank.in under Information – Tender, or may collect the same from the Fixed Assets & Premises Department, Ground Floor, Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl, Mizoram – 796001, on all working days during office hours from 03.11.2025 to 03.12.2025.

The last date for submission of the application form and all required documents, complete in all respects, is 03.12.2025 up to 3:00 PM.

The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

General Manager

Mizoram Rural Bank,
Head Office, MINECO, Khatla
Aizawl, Mizoram, 796001

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1.0 NOTICE INVITING APPLICATION FOR EMPANELMENT

Mizoram Rural Bank is a Govt. of India Public Enterprise under Ministry of Finance, having Head Office at Mizoram New Capital Complex(MINECO), Khatla, Aizawl – 796001.

General Manager, Mizoram Rural Bank, invites applications for empanelment of Contractors from the Firms who are registered with the State Govt. Organization/Autonomous Bodies under Govt. of India as Contractor for undertaking various Interior Composite Works at the Branches within the State of Mizoram.

1.1. SCOPE OF THE WORK :

The empanelled Contractors have to carry out all Interior Composite /civil related works viz. cement concreting, brick/stone/masonry, plastering, flooring, painting, paving, partition work, fabrication work, water proofing, carpentry, plumbing etc within the state of Mizoram for Mizoram Rural Bank as and when required.

For the works costing more than Rs.2.5 Lakh, an open tender will be called and for such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender can also participate.

1.2. ELIGIBILITY CRITERIA :

Prospective Firms/Contractors will be required to fulfill following criteria for participating in the tendering process :

- a) The Firm/contractor shall be registered with Govt./Semi Govt. Organization and other Autonomous Bodies under Govt. of India as Firm/Contractor.
- b) The Firm/Contractor shall be registered with all Taxes-Service Tax Department/GST as per Govt. rules and regulations.
- c) The Contractor should have carried out similar type of works during last three years

1.3. ISSUE OF APPLICATION FORMS

The application form for empanelment may either be downloaded from the the Bank's website **www.mrb.bank.in** or obtained from the Manager, Fixed Assets & Premises Department, Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl, Mizoram 796001.

1.4. SUBMISSION OF APPLICATION:

The completed application form shall be submitted to the General Manager, Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl, Mizoram 796001 on or before 3:00 PM on 18.12.2025.

Mizoram Rural Bank reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reason thereof.

GENERAL MANAGER,
MIZORAM RURAL BANK
HEAD OFFICE

EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS/REPAIR WORKS/ INTERIOR & FURNITURE WORKS AND ELECTRICAL WORKS

TERMS AND CONDITIONS

2.1 Application form for empanelment shall be submitted in a sealed envelope super scribing thereon 'Application for Empanelment as Interior Composite Works & Electrical Works.

2.2 The application shall be submitted strictly in the prescribed format along with supporting documents.

2.3 The application shall be signed by the applicant or authorized person on behalf of the applicant or their organization by enclosing an Authority Letter / Power of Attorney.

2.4 If the space in the application form is insufficient for furnishing full details, the applicant may give the details on a separate sheet which is their official letter head.

2.5 Application containing false and / or incomplete information is liable for rejection.

2.6 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.

2.7 The Bidder should sign each page of the application.

2.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, Initialing, dating and rewriting.

2.9 Mizoram Rural Bank may approach / visit the contractor's clients to verify contractor's general reputation / competence.

2.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the

completed works, copies of the work order and completion certificate shall be submitted.

2.11 The applicant has to submit the Client's Certificate from at least one of their clients mentioned in the list of work executed.

2.12 Decision of Mizoram Rural Bank in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by E-mail/Letter.

2.13 The enlistment of a contractor with Mizoram Rural Bank shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

2.14 Generally, the routine works at Mizoram Rural Bank will be awarded by calling competitive quotations / tenders from the empanelled contractors. Mizoram Rural Bank reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.

2.15 The empanelment shall be valid for a period of 3 years.

2.16 The contractors who would be empanelled are required to deposit at call Rs.5000/- as security deposit. Such deposit does not carry any interest and it will remain with Mizoram Rural Bank, Head Office till the validity period of the empanelment.

2.17 The empanelled firm is required to keep updated Mizoram Rural Bank about change of the Management etc. from time to time.

2.18 The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.

2.19 Mizoram Rural Bank may remove the name of the firms from the empanelled list if the contracting firm,

- Has, on more than one occasion failed to execute a contract or has executed it unsatisfactorily or
- is proved to be responsible for construction defects in two or more works; or
- persistently violates any important conditions of the contract; or
- does not start the work after the same is awarded to him on two occasions.

2.20 Mizoram Rural Bank reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

3. TERMS OF PAYMENT :

3.1 Payment of bills, which are ready in all respects, shall be made within 3 weeks of receipt of bill at Mizoram Rural Bank.

- 3.2 Any clarification/correction/modification, if required, in the bill will be sought from the contractor/supplier/service provider within 1-2 working days from the date of submission of bills in Mizoram Rural Bank and same shall be re-submitted after making required corrections, to Mizoram Rural Bank within the next 2-3 working days except in exceptional circumstances. In this case, the date of receipt of bill at Mizoram Rural Bank will be the date on which the corrected bill, ready in all respects, is resubmitted by the vendor in Mizoram Rural Bank.
- 3.3 In case of any disagreement between the Bank and the contractor/supplier/service provider on any part of the bill, such part may be severed from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration as mentioned in the tender.

4. 1.Fraud Prevention Policy: Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s): The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with the Bank, Mizoram Rural Bank. They agree and undertake to observe the principles/provisions as laid down in “Fraud Management Policy” of Mizoram Rural Bank (Full text of which is available at Head Office during their participation in the tender process, during the execution of Contract and in any other transaction with Mizoram Rural Bank.

(a) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of the Bank’s employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.

(b) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of the Bank to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of the Bank, for purpose of competition or personal gain or pass on to others any information or document provided by Mizoram Rural Bank as part of the business relationship, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Management Policy or be an accessory to such offences.

(e) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform General Manager, Mizoram Rural Bank of same without any delay.

2.(i) Disqualification from tender process and exclusion from future contracts: If the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of “Fraud Management Policy” of Mizoram Rural Bank in any other form such as to put their reliability or credibility, in question, Mizoram Rural Bank, other than taking recourse available under law, shall be entitled to disqualify the

Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) from undertaking any transaction with the Bank and/or declare the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.

2(ii). **Damages:** If the Bank has disqualified the Bidder(s) from the tender process prior to the award or during execution according to Clause (2), The Bank shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount

Holiday- Listing Clause:

“Notwithstanding anything contained in this agreement, the Bank’s policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, the Bank at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.”

5. Force Majeure: If at any time during the currency of the Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reasons of War, Hostility, Acts of Public Enemy, Civil Commotion(s), Sabotage, Fire(s), Flood(s), Explosion(s), Epidemic, Quarantine

Restrictions, Acts of State of Acts of God, hereinafter referred to as eventualities, then the Contract period will get extended for the period of Force Majeure, provided Notice of the happenings of any such eventualities is given, supported by a certificate of appropriate authority by either party to the other within 15 days from the date of occurrence thereof. Neither party shall by reason of such eventualities be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. Work under this contract shall resume as soon as practicable after such eventualities have come to an end or ceased to exist and the decision of the Company as to whether the work has to be resumed shall be final or conclusive. Should one or both parties be prevented from fulfilling their contractual obligations by state of Force Majeure lasting continuously for a period of at least three months, the parties shall consult each other regarding further continuation of the Contract.

General Manager

Mizoram Rural Bank,
HEAD OFFICE, MINECO
Khatla Aizawl Mizoram 796001

APPLICATION FORM
EMPANELMENT OF CONTRACTORS (CIVIL/ INTERIOR/ ELECTRICAL)
(Please strike-off which is not applicable)

1	Name of the Applicant:	
2	Name & Category of work (Civil/Interior/Electrical) applied for empanelment	
3	Full Postal Address :	
4	Contact Details: Landline with STD code : Mobile No : Email-ID :	
5	Year of establishment: Please enclose documentary evidence.	
6	Status of the firm whether company/firm/proprietary (Please specify): Enclose certified copies of documents as evidence.	
7	Name of Directors/Partners/Proprietor of the organization /firm. Enclose certified copies of documents as evidence.	
8	Name/s of authorized signatory/ Directors/ Partners with designation and contact no.:	
9	Mode of Authorization: Enclose certified copies of document as evidence.	
10	Details of registration with Registrar of Companies/ Registrar of Firms. Whether partnership firm, company, etc. Name of registering authority, date and registration number: Enclose certified copies of document as evidence.	
11	Whether registered with Govt./Semi Govt/ Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when .Enclose certified copies of document as evidence. Name of Organisation: Category: No. & Date of Registration:	

12	No. of years of experience in the field and details of work in any other field.	
13	Annual turnover of the organization during last 3 years (year wise)	2022-23 : 2023-24 : 2024-25 : Average:
14	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	
15	Whether an assesses of Income Tax. If so, mention PAN number.	
16	Whether last three years IT returns filed (Pl. enclose certified copies of the IT return of last 3 years ,If Any)	
17	GST Registration No. & Date Enclose certified copy of document as evidence.	
18	Whether registration/ obtention of license from Govt. authorities e.g., labour depts, ESIC, EPF etc are in place. Enclose certified copy of document as evidence.	
19	Details description of works done during the last 7 years. Fill the annexure as per enclosed (Annexure B). (Both work orders and completion certificates should be enclosed)	
20	Details of major works in hand (Annexure C) (Both work orders and completion certificates should be enclosed)	
21	Furnish the names of 3(three) responsible persons along with their designation, address, Tele. No., etc., who will be in a position to certify about the quality as well as your performance /performance of your firm	

22	Enclose copy of valid Electrical Contractor's License and supervising license (applicable only for the firms/contractors applying for empanelment as electrical contractor) (Enclose certified copy of document as evidence.	
23	I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.	

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with the terms and conditions fully.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for Empanelment. I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients .

I /We also understand that partly / wrongly filled application and / or application not on prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be rejected.

I/ We confirm that all the Rules prevailing in the state, the Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.

I / We understand that mere submission of the application does not entitle me/ us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and or any application(s) without assigning any reason whatsoever .I/we understand that Bank's decision in this regard will be final and binding on me/us.

Place:

Date:

Signature & Seal of the Contractor

Name:

Note : Please enclose all the Annexure with relevant supporting documents.

ANNEXURE-B

(FOR CONTRACTORS - CIVIL/ INTERIOR/ ELECTRICAL)

(Please tick whichever applicable)

LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 5 YEARS

Enclose supporting documents

Sr. No.	Name of work/project with address	Nature of Work	Name & full postal address of the Client. Specify whether Govt. Under taking along with name and address	Contract amount (in Rs.) with copy of work order	Stipulated time of completion (in months) Enclose clients completion certificate	Actual time of completion (in months)	Name & Address of Architect/Consultant(if any)	Remarks
1	2	4	3	5	6	7	8	9

(Add separate sheet if required) Notes:
information has to be fitted up specifically in this format.

For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant

ANNEXURE-C**(FOR CONTRACTORS - CIVIL/ INTERIOR/ ELECTRICAL)****(Please tick whichever applicable) LIST OF MAJOR WORKS UNDER EXECUTION****Enclose supporting documents**

Sr. No.	Name of work/project with address	Nature of Work	Name & full postal address of the Client. Specify whether Govt. Under taking along with name and address	Contract amount (in Rs.) with copy of work order	Stipulated time of completion (in months)	Present Status of the Project	Name & Address of Architect/Con su ltant(if any)	Remarks
1	2	3	4	5	6	7	8	9

(Add separate sheet if required) Notes:**1. information has to be fitted up specifically in this format.**

Name of Authorized signatory

Sign & seal of the applicant

CHECK LIST

(FOR CONTRACTORS - CIVIL /INTERIOR/ELECTRICAL)

Name of the Firm/Establishment/Contractor/Vendor:

Name of the work:

Category Applied for :

Sl No	Particulars	Submitted(Y or N)
1	Application Form	
2	Evidence for Year of establishment	
3	Evidence for Status of the firm	
4	Evidence of name of directors/partners/proprietor	
5	Evidence for Mode of Authorization	
6	Evidence for details of registration	
7	Evidence related to registration with govt/Semi-govt/banks/CPWD/Municipal Authorities	
8	Evidence of Annual Turnover	
9	Evidence of last three IT return	
10	GST registration certificate	
11	license from govt. departments	
12	Annexure B	
13	Annexure C	
14	Electrical Contractor's license	
15	Authorization certificate for A.C certificate	

Place :

Date :

Name :

Signature & Seal of contractor