

**BANK OF MAHARASHTRA
JABALPUR ZONE**

APPLICATION FOR

**EMPANELMENT OF CONTRACTORS (CIVIL /
FURNITURE / ELECTRICAL / LAN) FOR ITS
BRANCH OFFICES OF JABALPUR ZONE**

Date: 04.09.2020

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Bank of Maharashtra, Zonal Office, Mangalmay, 1st floor Opp. BSNL Exchange, Wright Town, Jabalpur -482002 is in the process of empanelling contractors in the field of civil, interior, general electrical maintenance work, LAN Painting contractors and empanelment of professionals like architects for its branch offices of Jabalpur Zone. Zone consist 49 branches in 11 district places.

Application forms are invited for empanelment from reputed contractors having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector/IDRBT, in appropriate class.

Contractors / suppliers / professionals/vendors shall apply for empanelment in prescribed format. Tender forms are available at the address i.e. **Bank of Maharashtra, Zonal Office, Mangalmay, 1st floor Opp. BSNL Exchange, Wright Town, Jabalpur -482002**

General Terms and Conditions:

1. Intending contractors/professional/vendors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma for considering their names for empanelment.
2. The contractors/professionals applying for electrical works should have valid electrical licenses issued by electrical inspectorate / Madhya Pradesh Electricity Board in appropriate class.
3. The contractors/professional/vendors who intend to apply for more than one category have to apply for each category separately using the same application form by paying requisite fee which is nonrefundable. Photocopies of the format can be used for the same.
4. Bank of Maharashtra shall approach the Contractor's / Professional's / vendor's clients, corporations, organizations, etc. to verify their general reputation / competence.

5. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.
6. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
7. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for the works in the lower category.
8. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
9. Information furnished to Bank will be kept as strictly confidential.
10. Decision of Bank of Maharashtra regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by separately.
11. Intending contractors are requested to read the proforma carefully before filling the particulars.
12. Incomplete applications will not be considered.
13. Information / details furnished by selected Contractors / suppliers Manufacturers professionals/ vendors, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the empanelment of Contractors / suppliers / professionals/vendors can be cancelled immediately.
14. Where copies of documents are required to be furnished, these should be certified copies.

15. Cost of the application form is **Rs.250.00** which is nonrefundable & to be paid by way of Pay Order / Demand Draft favoring Bank of Maharashtra **payable at Jabalpur** for each category.
16. Application form is non-transferable.
17. Empanelment of the firm will be valid only for 3 years, if selected.
18. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
19. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
20. Completed empanelment document shall be submitted to the **Bank of Maharashtra, Zonal Office, Mangalmay, 1st floor Opp. BSNL Exchange, Wright Town, Jabalpur -482002** till **11.09.2020 between by 5.00 p.m.**

The application shall not be accepted by post / courier. Each application/form must accompany Pay Order / Demand Draft favouring Bank of Maharashtra payable at Jabalpur for **Rs.250/-**
21. **It is necessary that Contractors / professionals/vendors must have office at Madhya Pradesh State.**

BIO – DATA OF CONTRACTING AGENCY

1. Name of the firm :
- 1 a) Address (Head Office) :
- Telephone No. :
 Office :
 Residence :
 Mobile :
 Fax :
 E-Mail :
- 1 b) Address (Head Office) :
- Telephone No. :
 Office :
 Residence :
 Mobile :
 Fax :
 E-Mail :
- 2.a) Whether proprietary/partnership/ :
 Pvt. Ltd. / Public Ltd. (certificate
 of registration to be enclosed as
 Annexure-I).
- b) Name of the Proprietor, :
 Partners, Directors
- I)
 II)
 III)
 IV)
 V)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) G S T No. :

iii) EPF Reg. No. :

iv) ESI Reg. No. :

v) TIN / VAT No. :

vi) WCT Reg. No. :

(copies of certificates of registration with relevant authorities to be enclosed)

4. Names of the Bankers with address & telephone numbers:

Sr no.	Name of the Bank	Branch	Since when banking	Contact Person & Tel. No.

5. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

6. Give details if at present involved in litigation in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

7. Details of civil suit, if any, that arose :
during execution of contract in the past **10** years.

8. Specify maximum value of single :
value project executed during the last **three** years.

9. Name & relation, if any, with the **staff** : **member of Bank of Maharashtra**. Please give his present posting & contact no.

10. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commence and completion	If work left incomplete or terminated (give reasons)

11. Details of work on hand

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

12. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

13. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	VAT paid Rs.	Service Tax paid
1					
2					
3					
4					
5					

14. Copies of income-tax returns / assessment orders for each year to be enclosed as proof of work execution.

15. List of equipments / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available

16. GROUP FOR WHICH REGISTRATION IS SOUGHT- OUT OF THE FOLLOWING CATEGORIES

Sr. No.	Name of the activity	Work for which empanelment is sought
1	<p>Furniture work / Furnishing work of all types. Category A – Up to Rs. 25 lacs Category B – Up to Rs. 20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs. 05 lacs</p>	
2	<p>Civil work (Civil repairs including new work, Currency chest construction, Structural rehabilitation of building, painting/polishing, fabrication, Sanitary & plumbing, Waterproofing with guarantee). Category A – Up to Rs. 25 lacs Category B – Up to Rs. 20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs. 05 lacs</p>	

3	Electrical / Lan work (new wiring for work stations in new premises including repairs and maintenance). Category A – Up to Rs. 25 lacs Category B – Up to Rs. 20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs. 05 lacs	
4	Architects -Scope of work include preparation of plans/detail drawings, estimate of costs, scrutiny of tenders, preparation of comparative charts, recommendations, rate analysis, supervision, certification of work & bills etc. Category A – Up to Rs. 25 lacs Category B – Up to Rs. 20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs. 05 lacs	

17. PRE-QUALIFICATION CRITERIA:

For suppliers of Furniture items/Electrical items/Office Machinery/spares etc.

Sr. No.	Criteria	Weightages	Self-rating marks
1	For works at Sr. Nos. 1 to 3(A: Contractors) Should have executed one similar work of 80% of the value indicated for the category for which registration is sought during last 3 years OR Should have executed one similar work of 50% of the value indicated for the category for which registration is sought during last 3 years OR Should have executed one similar work of 40% of the value indicated for the category for which registration is sought during last 3 years OR indicated for the category for which registration is sought during last 3 years	35	
2	For works at Sr. Nos. 1 to 3(A: Contractors) Average turnover for the last three years shall be Category A –Rs.25.00 lacs Category B –Rs. 20.00 lacs Category C –Rs. 15.00 lacs	20	

	Category D –Rs. 5.00 lacs		
3	<p>For works at Sr. Nos. 1 (4: Consultants)</p> <p>The consultant shall have successfully completed the project or projects cumulative to the cost of category in which applied.</p> <p>Category A –Rs.25.00 lacs Category B –Rs. 20.00 lacs Category C –Rs. 15.00 lacs Category D –Rs. 5.00 lacs</p>	20	
4	<p>For A: Contractors</p> <p>Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months)</p> <p>For Work at Sr. No. 1 to 7</p> <p>Category A –Rs.25.00 lacs Category B –Rs. 20.00 lacs Category C –Rs. 15.00 lacs Category D –Rs. 5.00 lacs</p>	5	
5	<p>(A: Contractors & B: Consultants)</p> <p>The firm must have full set up of office in Madhya Pradesh State. If they don't have then marks allotted will be zero.</p>	10	
6	<p>The firm must have qualified personnel Sr. no. 1 to 4 (A: Contractors) Minimum qualified personnel: 04</p> <p>Sr. no. 1 to 4 : Consultants Minimum qualified personnel: 02</p>	10	
7	<p>Empanelment in Govt./Semi Govt./PSU/PSB organizations:</p>	10	
	Total	110	

Contractors/professional/vendors scoring 75 marks & above will only be considered for pre-qualification & **they themselves will have to fill in marks for self-rating as stated in the above table.**

18. LIST OF ENCLOSURES:

SI No.	PARTICULARS	TICK IF ENCLOSED
1	Certificate of registration of Company / partnership deed.	
2	Certificates of registration with Income Tax authorities.	
3	Certificates of registration with G S authorities.	
4	Certificates of registration with EPF authorities.	
5	Certificates of registration with ESI authorities.	
6	Certificates of registration with VAT / TIN authorities.	
7	Solvency Certificate.	
8	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
9	Certificates of Registration with Govt. / Public Sector / Banks.	
10	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
11	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
12	Copies of income-tax returns / assessment orders for previous three years.	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION.