

**BIO – DATA OF CONTRACTOR/OEM FIRM**

1. Name of the Organization :
2. Address :
  
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
  
3. Year of Establishment :
4. Status of the firm :  
(Whether Company/Firm/Proprietary)
5. Names of Directors/Partners/Proprietor)
  - i.
  - ii.
  - iii.
6. Whether registered with the Registrar of Companies /Registrar of firms. If so, mention number and date:
7. a. Name and address of Banks with which company having banking
  - i.
  - ii.
  - iii.
  - iv.b. Enclose Solvency Certificate from bank  
(Min amount Rs 25 lacs or above) :
8. Registration with Tax Authorities :
  - i) Income-Tax (PAN) No. :
  - ii) Sales-Tax No. :

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iii) Works Contract No/VAT no. :

iv) Service Tax No :

(Furnish copies of Income-Tax, Sales-Tax, Works Contract Tax, VAT, Service Tax Certificate)

9. Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for last three years.

10. Registration with other organizations/ statutory bodies, such as CPWD, PWD, MES, Bank, PSUs etc.

Organization	Category	Date of registration

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

Sr no.	Name of the Project	Name of the Employee	Nature of the work	Work order dated	Date of Completion	Value Rs

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

13. Specify maximum value of single value project executed during the last three years.

14. Name & relation, if any, with the staff member of Bank of Maharashtra. :

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15. Details of work executed during the last 7 years:-

Sr. No	Name of Work/ Project with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Actual time of completion	Name of Architect/ Consulting Engineer

Note: Copies of work orders along with, satisfactory completion certificate obtained from the client should be enclosed.

16. Details of work in hand (photo copies of performance certificate, work orders issued by valued clients, preferably Bank, Govt., Semi-Govt. Bodies should be attached).

TYPE OF WORK	Work executed for(name of the institution/body)	Name of the work(brief)	Location	Value(rs)	Duration of work, stipulated time	Present stage of work

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17.KEY PERSONNEL PERMANENTLY EMPLOYED

Sl. No.	Name	Designation	Qualification	Experience	Years with firm	Any other

18. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	Work Contract Tax paid

Note: Furnish copies of audited balance sheet and Profit & Loss A/C. for the last 3 years.

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19. List of equipment / machinery owned:

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

20 (A) DETAILS OF THE WORK CONFIRMING TO ELIGIBILITY AS PER CRITERIA – DETAILS MUST BE FURNISHED IN THE COLUMN ALONGWITH ENCLOSING XEROX COPIES OF DOCUMENTS/ CREDENTIALS TO PROVE THE CLAIM FAILING WHICH APPLICATION WILL BE REJECTED OUTRIGHTLY.

Name of the	Details of the work	Work order no.	Satisfactory completion	Value of work

20 (b) Architectural consultancy for furnishing and civil work including all other services work:

A) For the work up to Rs 70 lacs

21. PRE-QUALIFICATION CRITERIA:

**The mandatory criteria for the contractors should be to have local office within jurisdiction of Punjab, Haryana, HP, CHANDIGARH and J & K only. Other evaluating criteria are as under:**

Sr. No.	Self-rating Criteria	Weightages
1	Should have executed one similar work of 80% of the estimated costs mentioned above during last 7 years OR Should have executed two similar works of 50% of the estimated costs mentioned during last 7years	60
2	The Contractor Firm should have atleast experience of 5 yrs in Its own respective field Architectural practice as on 31/03/2018	20
3	Should have made profits at least for last THREE years uninterruptedly	10
4	Experience with Govt. / Bank/PSU Organization at least 3nos	10
T O T A L		100

**NOTE :** Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors/vendors scoring 90 marks & above will only be considered for pre-qualification. Contractors themselves have to fill in self-rating marks column in the above table.

Similar work means: Turnkey work for furnishing of Branches/offices including allied civil/interior works and services like electrical, Security and BMS. Merely obtaining qualifying marks, contractor cannot claim the eligibility for opening of price bid. Further the quality and other aspects of project execution of the completed works shall be likely to be verified.

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22. LIST OF ENCLOSURES:

ANNEXURE	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
II	Certificates of registration with Income Tax, Service Tax, , EPF, ESI and VAT / TIN of Haryana, Work Contract Tax.	
III	Audited Balance Sheet & Profit & Loss A/c. statement for last three years.	
IV	Certificates of Registration with Govt. / Public Sector / Banks.	
V	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate Mentioning value of work.	
VI	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VII	Copies of Income-Tax Returns / Assessment Orders for previous 05 years.	

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

- I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected even 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.
- I / We agree that the decision of Bank in selection of contractor will be final and binding on me /us.
- All the information furnished by me hereunder is correct to the best of my knowledge and belief.
- I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
- I / We agree that I / We have not applied in the name of sister concern for the subject tendering process.

Place :

SIGNATURE

Date :

NAME & DESIGNATION  
SEAL OF ORGANISATION