

BANK OF MAHARASHTRA
GOA ZONE



APPLICATION
FOR

EMPANELMENT OF
SERVICE PROVIDERS/CONTRACTORS
FOR
PEST CONTROL
AND
SUPPLY, INSTALLATION & MAINTENANCE OF
SIGNBOARDS
ON RATE CONTRACT BASIS

For its Branch Offices in State of Goa
and Ratnagiri/Sindhudurg Districts
of Maharashtra State under Goa Zone

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 बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक	गोवा अंचल कार्यालय एम जी रोड, पणजी 403001- Goa Zonal Office M. G. Road, Panaji- 403001 Tel: 0832-2431246 E-mail: gad_goa@mahabank.co.in	 आज़ादी का अमृत महोत्सव
प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे	5 -Head Office: Lokmangal, 1501, Shivajinagar, Pune- 5	

AX-43/GAD/AMC/2022-23

17.01.2023

To all concerned and eligible service providers/contractors in the field of Pest Control management & Signboard installation and maintenance having office at Goa, Sindhudurg / Ratnagiri / Kolhapur distt. Of Maharashtra

Sir/madam,

Bank of Maharashtra, Zonal Office, Goa at Dattaprasad Building, 1st Floor, MG Road, Panaji, Goa-403001 is in the process of empanelling contractors/Service Providers for Pest Control/Termite Control and Supply, installation and maintenance of bank's signboard and other mandatory signboards as required by bank for its branch offices about 65 in numbers at State of Goa and Ratnagiri/Sindhudurg districts of State of Maharashtra under Goa Zone. Only those applicant who are capable of carrying out works in aforesaid locations only need to submit their application.

The empanelment will be applicable initially for the period of Three years from the date of empanelment. However, Bank has discretion to extend/review the empanelment period for further one year on same terms and conditions subject to satisfactory services.

The bank requires services of pest control and installation/maintenance of bank's signboard time to time. The work required shall be as follows:

1. For Pest Control minimum requirement of services

- Pest control of the branch/office premises-quarterly once
- Termite control in all the branch/offices- Yearly once
- Pest Control/Termite Control at Currency Chest-Monthly Basis

More frequent pest control to be done as per local conditions of pests.

2. For signboard installation and maintenance the service provider shall be in position to comply the specifications provided as in annexure VII-C.

The contractors/Service Providers satisfying the pre- qualification criteria will be empanelled for the above Location, subject to meeting their eligibility criteria.

Bank at its discretion shall verify the offices of the applicants. The contractors / Service Providers are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Number of employees, Experience etc as indicated in the application format given in Bank's website.

The Contractors, who fulfil the above criteria, may download the application Form, from Bank of Maharashtra website www.bankofmaharashtra.in under Notices - Tenders. The application forms duly completed in all respects giving the aforesaid information are required to be addressed to the officer as indicated below and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as **"Application for**

Prequalification for Empanelment of contractors/Service Providers in Goa Zone” and to be submitted for the purpose **on or before 01 Feb 2023 by 3:00 pm** at the following address:

**Bank of Maharashtra,
Zonal Office, Goa
1st Floor, Dattaprasad Building
MG Road, Panaji, Goa-403001**

The Technical Bid and Price Bid shall be put in separate envelope clearly super scribed as “Technical Bid” and “Price Bid”. Both envelope shall be then put in an envelope super scribed as “Application for Prequalification for Empanelment of contractors/Service Providers in Goa Zone”

The schedule shall be as follows:

Tender start date : 19.01.2023 by 10:00 A.M

Last Date for submission: 01.02.2023 upto 1500 Hrs

Tender Opening date : 01.02.2023 at 1530 Hrs at above Office

General Terms and Conditions:

1. Intending contractors/Service Providers /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/Service Providers /vendors applying for mentioned works should have valid license/registration with concerned authority.
3. The applicant contractors/Service Providers /vendors are requested to be present in person or through their representative at the time and date of scheduled tender opening. No separate invitation letter shall be issued. However, the bank will open the tenders on scheduled date even if no contractors/Service Providers /vendors are present.
4. Bank of Maharashtra shall approach the Contractor's / Service Provider's / vendor's clients, corporations, organizations, etc. to verify their general reputation / competence.
5. Selection of contractors will be based on the lowest rate, 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.
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/Service Providers /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/Service Providers /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.1000.00 which is non-refundable & to be paid by way of Pay Order / Demand Draft favouring Bank of Maharashtra payable at Panaji 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, Goa, Premises Department, Dattaprasad Building, 1st Floor, MG Road, Panaji, Goa-403001** from **19.01.2023 to 01.02.2023** between 11.00 am to 3.00 p.m. **Each application/form must accompany Pay Order / Demand Draft favouring Bank of Maharashtra payable at Panaji for Rs.1000/- only.**
21. It is necessary that contractors/Service Providers /vendors **must have a full-fledged office/branch office at State of Goa and/or Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra.**
22. The empanelment shall be for our branches/offices/Flats under Goa Zone only.
23. The empanelment shall be for 03 (three) years from date of empanelment subject to satisfactory service.
24. Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender.
25. The Bank reserves the right to empanel any vendor and to cancel the empanelment of any vendor at any time, without giving any notice and without giving any reason.
26. The decision of the Bank on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
27. The empanelled vendors shall be required to submit Tenders as per the terms and conditions laid down in the particular Notice inviting Tender.
28. Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during or after empanelment.
29. The Bank reserves the right to purchase any item or to award maintenance/Rate services contract to any vendor who is not empanelled with it.

Application not fulfilling the above criteria shall not be considered.

Bank may empanel one or any number of such service provider and shall try to allocate/entrust work on L-1 basis to any contractors/Service Providers /vendors based on their location for ease of execution, monitoring and control, however, bank shall be free to allocate the work to any contractors/Service Providers /vendors irrespective of their location or to any such service provider/vendor in open market. Further, bank may empanel and award work to L-2 vendor if L-2 vendor agrees to work/provide services on L-1 rate. In such case the work shall be awarded in 60:40 ratio (L-1: L-2).

The sealed cover should necessarily be submitted at aforesaid Dept. only. Bank reserves the right to reject any or all the applications without assigning any reasons whatsoever and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason thereto.

Zonal Manager
Bank of Maharashtra
Goa Zone

Application for Empanelment

(Technical Bid)

(tick appropriate one)

Application For

- a. Pest Control []
b. Signboard []

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 (Local Office) [In state of Goa, Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra]		
	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).	
2 (b)	Name of the Proprietor, Partners, Directors		

2 (c)	Year of establishment																										
3	Registration detail with concerned authority. a. CIBRC-Central Insecticide Board and Registration Committee or any competent authority for pest control/fumigation etc. Cite licence number and attach a self-certified copy of the same. b. Registration with Shop & Establishment Act c. MSME Registration details																										
4	Registration detail with Tax Authorities																										
	Income-tax (PAN) No.																										
	G S T No.																										
	EPF Reg. No.																										
	ESI Reg. No.																										
	copies of certificates of registration with relevant authorities to be enclosed																										
5	Names of the Bankers with address & telephone numbers:																										
	<table border="1"> <thead> <tr> <th>Sr no.</th> <th>Name of the Bank</th> <th>Branch</th> <th>Since when banking</th> <th>Contact Person & Tel. No.</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sr no.	Name of the Bank	Branch	Since when banking	Contact Person & Tel. No.																					
Sr no.	Name of the Bank	Branch	Since when banking	Contact Person & Tel. No.																							
6	Empanelment with Govt. / Public Sector / Banks (certificates of Empanelment/work order to be enclosed)																										
	Name of the Organization		Year since empanelled																								
7	Give details if at present involved in litigation in similar type of contracts																										
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of Project</th> <th>Name of Employer</th> <th>Nature of work</th> <th>Work order dated</th> <th>Date of completion of work</th> <th>Value Rs.</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.																			
Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.																					

8	Details of civil suit, if any, that arose during execution of contract in the past three years.						
9	Name & relation, if any, with the staff member of Bank of Maharashtra . Please give his present posting & contact no.						
10	LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES						
	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done	
11	Turnover in last 3 years						
	Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	GST paid		
	1	2019-20					
	2	2020-21					
	3	2021-22					
	Copies of income-tax/GST returns / assessment orders for each year to be enclosed as proof of work execution						
12	<u>List of equipment / machinery owned</u>						
	Sr. No.	Name of equipment	Year of manufacture	Nos. available			

I/we, certify that the information furnished as above are true to our knowledge and if found to be false at any point of time, my/our empanelment are liable to be terminated.

Place:
Date:

Signature of contracting agency
with seal

18. LIST OF ENCLOSURES:

Sl No.	PARTICULARS	TICK IF ENCLOSED
1	Certificate of registration of Company / partnership deed.	
2	Licence of Pest Control management/Fumigation.	
3	Registration with shop & Establishment act	
4	Certificates of registration with Income Tax authorities.	
5	Copies of income-tax returns / assessment orders for previous three years.	
6	Certificates of Registration/Empanelment with Govt. / Public Sector / Banks.	
7	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
8	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	

Note: Please sign all the enclosures attached.

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 Architect / 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.

(on your letter head)

PRICE BID
(1. For Pest & Termite Control)

(The rates must be typed, no bid with handwritten rates will be accepted)

Sl No.	Job Description	Frequency	Qty	Rate per branch/office
For Branch/offices/Flats				
1	Pest control of the branch/office premises	quarterly once	Per quarter once	
2	Termite control in all the branch/offices	Yearly once	Per year once	
3	Rodent Control	03 times at 15 days interval	One service spaced at 15 daysx3 times	
Total				
For Currency Chest				
4	Pest control/Termite Control for Currency Chest at Ratnagiri City	monthly basis	Monthly Once	
Total				
5	Visit Charges per branch/office other than quarterly visit on request	Per visit		
6	Warranty for Termite Control			

Please note that the above rates are inclusive of material / pesticides / insecticides / labour and cost of cartage and statutory levy if any. Bank shall not bear the cost of transportation of men or material and stay arrangement. GST as applicable shall be paid on actual.

Place:
Date:

Signature with seal

(on your letter head)**PRICE BID****(2. For Supply, Installation & maintenance of bank's signboard)****(The rates must be typed, no bid with handwritten rates will be accepted)**

SI No.	Job Description	Flex/Vinyl Brand	Minimum Warranty	Qty	Rate psft
1	LED board-Glow Sign-Modular (Flex & Vinyl Sticker Board with LED Glow sign)	LG	05 years for signboard 01 year for electrical items	1 sq. ft	
		3M			
		Avery			
		Arlon			
2	LED board-Glow Sign-LED Tube (Flex & Vinyl Sticker Board with LED Glow sign)	LG	05 years for signboard 01 year for electrical items	1 sq. ft	
		3M			
		Avery			
		Arlon			
2	Plain Flex & Vinyl Sticker Board front lit (LG/3M/Avery/Arlon)	LG	05 years for signboard 01 year for electrical items	1 sq. ft	
		3M			
		Avery			
		Arlon			
3	LED Flood Light 20 watt-waterproof with 3ft stand	Reputed brand	01 year	each	
4	Timer-make Legrand (Digital)		01 year	each	
5	Mounting Bracket	ms		Per pc	
6	LED tube 20 watt each	Reputed brand	01 year	Per pc	
7	LED Modular	Reputed brand	01 year	Psft	
8	Maintenance post 1 year of installation (Chemical Cleaning)				
	For Glow signboard			psft	
	For Plain Board (front lit)			psft	
9	Mandatory Signboards as per RBI specifications(Full set)			Full set	

Please note that the above rates are inclusive of material/fittings/labour and cost of cartage and statutory levy if any. Bank shall not bear the cost of transportation of men or material and stay arrangement. GST as applicable shall be paid on actual.

Place:
Date:

Signature with seal