



Bank of Maharashtra

1501 "LOKMANGAL",

SHIVAJINAGAR

CORPORATE SERVICES DEPARTMENT

CENTRAL OFFICE, PUNE 411005

Invites

Application for

**EMPANELMENT OF
FURNITURE/CIVIL/ELECTRICAL CONTRACTORS
ARCHITECTS / VALUERS/CONSULTANTS ETC**

EMPANELMENT OF CONTRACTORS

Bank of Maharashtra is in the process of empanelling contractors in the field of civil, interior, general electrical maintenance work, and empanelment of professionals like architects, valuers, energy auditors , electrical consultants etc.

Applications are invited for empanelment from reputed contractors having valid registration with CPWD/MES/PSUs/ Nationalised Banks/ Govt. Sector/State PWD, in appropriate class (e.g. class A, B, C & D etc.).

Contractors / suppliers / professionals/vendors shall apply for empanelment in prescribed format. The tender document is also available on our website "www.bankofmaharashtra.in/tenders". The tender document available on the website is for information only in order to make aware of all the details of the tender for prospective bidders. This can be used for purpose of submitting the tender along with prescribed fee which is non refundable. Tender forms are also available at above-mentioned address i.e. Bank of Maharashtra, Corporate Services Department Lokmangal 1501 Shivajinagar Pune 411005.

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/professional/vendors should have minimum three years of experience in the respective field. The contractors/professionals applying for electrical works should have valid electrical licenses issued by electrical inspectorate / AP Transco in appropriate class / PWD/Railways/Electricity Board etc.
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 non refundable. Photocopies of the format can be used for the same.
4. Bank of Maharashtra may 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. The judgement /assessment made by the bank in this regard after scrutiny of applications and supporting documents shall be final, conclusive and binding.
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 also.

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. Information furnished to Bank will be kept as strictly confidential.
9. Decision of Bank of Maharashtra regarding selection of contractors for empanelment shall be final and binding and no further correspondence shall be entertained. Contractors empanelled shall be informed separately.
10. Intending contractors are requested to read the proforma carefully before filling the particulars.
11. Incomplete applications shall be rejected.
12. If any information/details furnished by the selected contractors/suppliers/professionals/vendors is found to be false at any time in future OR if any information affecting empanelment is willingly/unwillingly withheld OR concealed and comes to the knowledge/notice of the bank at any point of time, the empanelment of contractors/suppliers/professionals/vendors shall be cancelled immediately.
13. Wherever required , only certified copies should be submitted.
14. Cost of the application form is Rs.5000.00 which is not refundable & to be paid by way of Demand Draft favouring Bank of Maharashtra payable at PUNE along with the application at the time of submission of the same. Application without the application fee shall be liable to be rejected outright.
15. Application form is not transferable.
16. Empanelment of the firm, if selected, will be valid only for 3 years.
17. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
18. 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.
19. Completed empanelment document shall be submitted up to **5.00 pm** on or before 29.04.2017 to the Asstt. Gen. Manager, Bank of Maharashtra, Corporate Services Department, Lokmangal 1501 Shivaji Nagar Pune 411005. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs.5000/- favouring Bank of Maharashtra and payable at PUNE
20. It is necessary that Contractors / suppliers / professionals/vendors must have office at Pune or a full-fledged branch office at Pune if its head/registered office is at somewhere else.

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BIO – DATA OF THE AGENCY

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

1 b) Address (Local 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)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) Service tax 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 as Annexure-II-A, II-B, II-C, II-D & II-E)

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

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

5. Enclose solvency certificate of the : Enclosed / Not enclosed
amount as mentioned at Point No.18(4)
(Certificate to be enclosed as Annexure III).

Note: The solvency certificate should be addressed to Bank of Maharashtra and not older than six months from the date of advertisement.

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for : Enclosed / Not enclosed
the last 3 years as Annexure-IV-A, IV-B & IV-C.

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

Name of the Organization	Year since empanelled

8. Give details if involved in litigation at present 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.

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

10. Specify maximum value of single :
value project executed during the
last 03 years.

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

12. 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)

Note: Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure VII).

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

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

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

15. Turnover in last 3 years:

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

Copies of income-tax returns /assessment orders for each year to be enclosed as Annexure VIII-A,B,C,D & E

16. List of equipments / machinery owned:

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

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

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Furniture work / Furnishing work of all types. Category A – Up to Rs.50 lacs Category B – Up to Rs.30 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
2	Manufacturers of Modular Furniture work only. Category A – Up to Rs.50 lacs Category B – Up to Rs.30 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
3	Renovation of Office premises on turn key basis Which include civil, electrical & furniture work including modular furniture. Category A – Up to Rs.50 lacs Category B – Up to Rs.30 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
4	Architects – [should have been registered with Council of Architects only] 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.50 lacs Category B – Up to Rs.30 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
5	Civil work (Civil repairs including new work, construction / Structural rehabilitation of building, painting/polishing, fabrication, Sanitary & plumbing, Waterproofing etc). Category A – Up to Rs.50 lacs Category B – Up to Rs.30 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
6	Electrical work including repairs and maintenance. Category A – Up to Rs.50 lacs Category B – Up to Rs.30 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	

7	Electrical Audit.	
8	Energy Audit [For BEE certified persons only]	
9	Electrical Consultants.	
10	Valuers of land and building, plant and machinery. Must be a Govt approved valuer and must have registered as valuer with Income Tax department.	
11	Air-conditioning – Installation, servicing and maintenance of window, split air-conditioners, VRV systems, piping etc.	
12	Motor Car repairs - Company authorised garages with facilities for repairs of cars need apply.	

NOTE: For works at Sr. Nos. 1 to 6, category shall be mentioned; whereas for works at Sr. Nos. 7 to 12, empanelment will be done without category.

18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightages	Self rating marks
1	For works at Sr. Nos. 1 & 6 - 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 two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 3 years OR -For works without classification i.e. from Sr. No. 7 to 12, three similar works of Rs.2.00 lacs each.	35	
2	Average turnover for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work <u>For Work at Sr. No. 1 to 6</u> Category A – Up to Rs.15.0 lacs Category B – Up to Rs.9.0 lacs Category C – Up to Rs.4.5 lacs Category D – Up to Rs.1.5 lacs For works at Sr. nos. 7 to 12 Rs.5.00 lacs.	20	
3	Should have made profit during last three years	10	
4	Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months) <u>For Work at Sr. No. 1 to 6</u> Category A – above Rs.15.0 lacs Category B – Up to Rs.9.0 lacs Category C – Up to Rs.4.5 lacs Category D – Up to Rs.1.5 lacs	10	
5	The firm must have full set-up of office in Pune	15	
6	The firm must have qualified personnel Sr. no. 1 to 6 Minimum qualified personnel : 04 Sr. no. 7 to 13 Minimum qualified personnel : 03	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/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.**

19 A. Supply of Various items of furniture and office machinery.

[For Authorised Dealers/ Manufacturers only]

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Supply of Furniture Items. [Manufactures/Authorised dealers only] 1. Chairs, Sofas, Tables, 2. Aluminium Sliding windows 3. Carpets, 4. Venetian blinds	
2	Supply of Office Machinery [Manufactures/Authorised dealers only] 1. Water coolers, Air coolers, 2. EPABX systems 3. DG set.	
3	Supply of Electrical Equipments [Manufactures/Authorised dealers only] 1. Fans, Light fittings, Geysers, Boilers etc. 2. Air-conditioners-Window /split/cassette. 3. Telephone instruments 4. UPS, 5. UPS Batteries.	
4	Supply of Petrol/ Tyres/ Motor car spares [Manufactures/Authorised dealers only] 1. Petrol & Diesel, oils, lubricants etc. 2. Tyres 3. Spares 4. Car batteries. 5. Other accessories.	

PRE-QUALIFICATION CRITERIA:

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

Sr. No.	Criteria	Weightages	Self rating marks
1	Either Manufacturer or Authorised dealer	40	
2	Average turnover for the last three years shall be Rs.10.00 lacs minimum.	20	
3	The firm must have full set-up of office in Pune	20	
4	For supply of items at Lokmangal free of charge	20	

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**

19 B - Empanelment of dealers in all types of Scrap.

PRE-QUALIFICATION CRITERIA:

For empanelment of dealers in scrap.

Sr. No	Criteria	Weightages	Self rating marks
1	Firm in business for 05 years & above	30	
	Firm in business between 03 years & 05 years.	20	
	Firm in business for less than 03 years	10	
2	Average turnover for the last three years Over Rs.10.00 lacs	20	
	Between Rs.5 lacs & Rs.10 lacs.	10	
	Less than Rs.5 lacs.	05	
3	The firm must have full set-up of office in Pune	20	
4	For lifting the material from Lokmangal free of charge	20	
5	Firm having own vehicle	10	

Scrap dealers/ 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. Bank may, at its discretion, consider empanelment, even if some of the enclosures could not be submitted by the scrap dealers.

20. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, Service Tax, , EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 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 shall be final and binding on me / us.
3. All the information furnished by me 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.