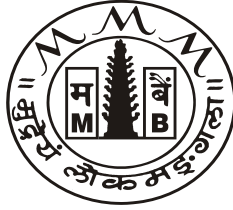


BANK OF MAHARASHTRA

BHOPAL ZONE



APPLICATION

FOR EMPANELMENT OF

STATIONERY SUPPLIERS, PRINTERS, PEST CONTROL

AGENCIES, DIGITAL/NON DIGITAL SIGNAGE BOARD

VENDORS AND ELECTRICAL AUDITORS

AT

BHOPAL ZONAL OFFICE,

1/14, ADMINISTRATIVE ZONE,

ARERA HILLS, BHOPAL - 462011

INDEX

| Topic | Page No. |
|---|-----------------|
| Empanelment Notice | 3 |
| Terms and conditions | 4,5 |
| Covering Letter | 6 |
| Common Application Form for all categories | 7, 8 |
| Additional Information form for Empanelment | 9 to 11 |
| Proforma 1 & 2 for particulars of works executed | 12,13 |
| Proforma 3 & 4 for particulars of works on Hand | 14,15 |
| Proforma 5 & 6 for particulars of Key personnel employed and Infrastructure | 16,17 |
| Declaration | 18 |



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
One Family One Bank

Bhopal Zone

Zonal Office, 1/14, Administrative Zone,
Arera Hills, Bhopal-462011

Ph.0755-2762838/2573623/2551003/
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Ax14/stationery/empanelment/2015-16

Date: 02.06.2015

Notice for Empanelment of STATIONERY SUPPLIERS, PRINTERS, PEST CONTROL AGENCIES, DIGITAL/NON DIGITAL SIGNAGE BOARD VENDORS AND ELECTRICAL AUDITORS

Applications in prescribed format are invited for empanelment of suppliers of below mentioned goods and services.

- 1) General Printers
- 2) Manufacturers of plastic files, box files, folders, envelopes etc.
- 3) Manufacturer/Suppliers of all types of preprinted envelopes.
- 4) Pest control Agencies
- 5) Digital/Non Digital Signage Board Vendors
- 6) Electrical Auditors

at Bank of Maharashtra, Zonal Office, 1/14, Administrative Zone, Arera Hills, Bhopal-462011

Applicants must have sound financial status and experience in the respective line of business. The supplier/agency should have at least 5 years of experience in supplying the goods/services to any of the financial institutions, Bank, insurance offices, govt. offices etc.

A minimum expected sale for the year ended 2014-15 in each category is given as under.
Establishments with less than the minimum sales and experience need not apply.

- i) Category 2, 3, 4, 5, 6 - Rs 10.00 lacs.
- ii) Category 1- Rs 75.00 Lacs

Applications with inadequate experience are liable for rejection. Suppliers /agencies who are currently on the bank's panel may apply afresh for empanelment. Details are also available on our web site www.bankofmaharashtra.in

Last date for collecting the Forms: On any working day up to 23.06.2015 till 05.00 p.m.

- 1) Last date for Submission of the Forms: On any working day up to 24.06.2015 till 05.00 p.m.
- 2) Place of collection and submission of forms: Bank of Maharashtra Zonal Office, 1/14, Administrative Zone, Arera Hills, Bhopal-462011
- 3) Application fee – (Non Refundable): Rs.500/- (Rs. Five Hundred only) by DD/Pay order payable at Bhopal. (To be submitted along with the application)

Application received after the last date and time of submission are liable for rejection. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof. Empanelment does not confer any right on any of the suppliers of goods and services to receive invitation to bid for works at a later date.

Zonal Manager
Bhopal Zone

Terms and conditions

- 1) Sealed applications in prescribed form are invited up to 24th June 2015 till 05.00 p.m. for empanelment of suppliers/agencies for inviting limited tenders from them for purchase of material/availing services such as Office Stationery, Printing and other miscellaneous articles. Incomplete applications will be rejected without further reference.
- 2) The applicants should specifically mention the items for which they require empanelment. In future, whenever there is requirement for purchase of items or for any service, the Notice Inviting Tender may be sent to the empanelled vendors at their registered address or on e-mail address. However, empanelment does not confer any right on any of the suppliers of goods and services to receive invitation to Bid for works at a later date.
- 3) The empanelled vendors shall be required to submit Tenders as per the terms and conditions laid down in the particular Notice inviting Tender.
- 4) 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.
- 5) Submission of the application does not confer any right on any applicant for empanelment.
- 6) 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.
- 7) Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender.
- 8) Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
- 9) The application form can be obtained from Bank of Maharashtra, 1/14, Administrative Zone, Arera Hills, Bhopal-462011 or downloaded from the Website of the Bank of Maharashtra (www.bankofmaharashtra.in). **If empanelment is sought for more than One category then separate application must be submitted for each category.**
- 10) The Bank reserves the right to purchase any item/avail any service from any vendor who is not empanelled with it.
- 11) Information called for against each item should be furnished in full.
- 12) Latest Income Tax Assessment Order, Sales-Tax Assessment Certificate, Balance sheet, P/L a/c about the performance of the firm for last 3 years should be forwarded along with this application.
- 13) Details of the experience in the field of supply of stationery, work of printing, etc. (Please enclose certificate/s from the institutions/ Depts. on the Performance of the firm with reference to promptness of supply and adherence to specified quality/ quantity etc.).
- 14) Details of such contracts undertaken in the past, Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued shall be furnished.
- 15) The contractor has to submit the undertaking that he will obtain all the relevant and Necessary licenses/ permissions required for supply of stationery items, printing work and other related works .
- 16) Details of registration as per the shop and establishment Act shall be furnished.
- 17) Details of registration with BMC (Bhopal Municipal Corporation) –(Gumashta) to run the shop/printing press etc shall be furnished.
- 18) Details of registration with Tax authorities (including any other tax) shall be furnished.
- 19) Service Tax Registration Certificate.
- 20) ESIC Registration Certificate (wherever applicable).
- 21) EPF Registration Certificate (wherever applicable).
- 22) VAT Registration Certificate.
- 23) Any other certificate required under Government guidelines/Law of State.

Resolution of Disputes:

Bank and stationery suppliers/ printers/ pest control agencies/ digital / non digital signage board vendors/ electrical auditors (as the case may be) shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, bank and stationery suppliers/ printers/ pest control agencies/digital / non digital signage board vendors / electrical auditors (as the case may be) are unable to resolve amicably, either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Bank and the other to be nominated by stationery suppliers/ printers/ pest control agencies/ digital / non digital signage board vendors/ electrical auditors (as the case may be). In the case if the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The arbitration and conciliation act 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the Arbitration shall be Bhopal.

COVERING LETTER

Date

To,

The Zonal Manager,
Bank of Maharashtra,
Bhopal Zone,
1/14, Administrative Zone,
Arera Hills, Bhopal 462011.

**Sub: Empanelment of Stationery Suppliers, Printers, Pest Control Agencies,
Digital/Non Digital Signage Board Vendors and Electrical Auditors.**

Ref: Empanelment Notice Published in Daily News paper on _____

In response to the above notice, I/We hereby submit my / our application in the required format. I/We have adhered to the requirements prescribed by the Bank. I/We have carefully gone through the guidelines/ terms and conditions and prescribed format carefully and I/We accept the same without any alterations/ modifications. We are also aware that the bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Yours faithfully,

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

COMMON APPLICATION FOR ALL CATEGORIES

To

Zonal Manager
Bank of Maharashtra
Bhopal Zone,
1/14, Administrative Zone,
Arera Hills, Bhopal 462011.

Sub.: Empanelment form for empanelment as Stationery Suppliers, Printers, Pest Control Agencies, Digital/Non Digital Signage Board Vendors and Electrical Auditors in the panel of Bank of Maharashtra Zonal Office, Bhopal .

We submit following details.

| Sr. No | Particulars | Details | | | Tick Mark |
|--------|--|--|---------|---------|-----------|
| 1 | Category | Empanelment of General Printers | | | |
| | | Manufacturers of plastic files, box files, folders, envelopes etc. | | | |
| | | Manufacturer/Suppliers of all types of preprinted envelopes | | | |
| | | Pest Control Agencies | | | |
| | | Digital/Non Digital Signage Board Vendors | | | |
| | | Electrical Auditors | | | |
| 2 | Name/ Address & Telephone No. of the Applicant/Firm | | | | |
| 3 | Permanent Account Number (PAN)/ TIN allotted under Income Tax Act | | | | |
| 4 | Registration No. under CST/VAT/MVAT/Any other tax (Attach Photocopies) | | | | |
| 5 | Sales (Rs. in lacs) for past 3 years | 2012-13 | 2013-14 | 2014-15 | |
| 6 | Name and address of the Bank with which the applicant/firm maintains | Name: | | | |
| | | Address: | | | |

| | | |
|---|---|---|
| | account | Type of Account: SB/CA/CC A/c No.: IFSC Code: |
| 7 | Whether the applicant/firm has earlier been on Bank's panel. Specify the category and period of empanelment | |
| 8 | Addresses of government departments/ Banks/ Financial Institutions/ Public Sector company with which the applicant is Registered/empanelled as supplier/printer (please enclose certificates from the institutions/ deptts. Wherein specific comments on the performance of the firm with reference to promptness of supply and adherence to specified quality/quantity etc are given) | |

We accept the terms and conditions and enclose the documents that are required as under:-

- 1) Copies of latest Income Tax Assessment Order, Sales-Tax Assessment order, Balance sheet, P/L a/c regarding the performance of the firm (in respect of last 3 years in case of category 1, 2, 3, 4, 5, 6 should be forwarded along with this form) for last 3 years.
- 2) Details of contracts undertaken in the past, Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued.
- 3) Details of registration as per the shop and establishment Act.
- 4) Details of registration with BMC (Bhopal Municipal Corporation) (Gumashta) to run the shop/printing press etc.
- 5) Details of registration with Tax Authorities (including any other tax).
- 6) Service Tax Registration Certificate.
- 7) ESIC Registration Certificate (wherever applicable).
- 8) EPF Registration Certificate (wherever applicable).
- 9) VAT Registration Certificate.
- 10) Any other certificate required under Government guidelines/Law of State.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

Additional Information form for empanelment

Zonal Manager
Bank of Maharashtra
Bhopal Zone,
1/14, Administrative Zone,
Arera Hills, Bhopal 462011.

Dear Sir,

Sub: Empanelment of our Unit .

We furnish following information of our company.

| S.No. | Particulars | Details | | |
|-------|--|---------|---------|---------|
| 1 | Name of the Unit | | | |
| 2 | Constitution | | | |
| 3 | Name of the Business Group | | | |
| 4 | Registration Number (As given by DIC/Directorate of Industries) | | | |
| 5 | Date of Incorporation | | | |
| 6 | Business Address (with phone number) | | | |
| 7 | Registered Office (with phone number) | | | |
| 8 | Administrative Office (with phone number) | | | |
| 9 | Factory Address (with phone number) | | | |
| 10 | Past Three yrs performance | 2012-13 | 2013-14 | 2014-15 |
| | Turnover in lacs | | | |
| 11 | Orders executed | 2012-13 | 2013-14 | 2014-15 |
| | No. of Orders | | | |
| | Amount in lacs | | | |
| | TOTAL | | | |
| 12 | Name and Address of Bankers with particulars of credit facilities | | | |
| 13 | Important Financial Parameters for past 3 years | 2012-13 | 2013-14 | 2014-15 |

| | | | | |
|----|--|---|---|--|
| | a) Capital | | | |
| | b) Gross Profit | | | |
| | c) Net Profit | | | |
| | d) Current Ratio | | | |
| | e) Sales/NP | | | |
| | f) Capital/Turnover | | | |
| | g) Dividend | | | |
| 14 | Particulars of existing Key Technical & Executive Staff | Please attach separate sheet by giving details such as Name, Designation, Qualification, Experience, Functional Duties etc. | | |
| 15 | Year / Number of Experience in Printing | | | |
| 16 | Manufacturing process in brief (Technical process, whether it is continuous process, stage wise capacity data, yield /conversion data, material flow etc.) | | | |
| 17 | Staff | Present | Proposed | |
| | Executives | | | |
| | Supervisory | | | |
| | Administrative/Office Staff | | | |
| | Skilled Labour | | | |
| | Unskilled labour | | | |
| | Others | | | |
| | Total | | | |
| 18 | Number of working days in a month | | | |
| | No. of shifts in a day | | | |
| | Hours of shifts | | | |
| 19 | | Existing (Area in Sqmts) | Proposed (Area in Sqmts) | |
| | i) Land and Building | | | |

| | | | |
|----|---|--|--|
| | ii) Factory and Other Buildings | | |
| | iii) Security closed storage space with locations | | |
| | iv) Details of own Buildings/Rented Buildings | | |
| 20 | Whether godown facility is available within compound where the press is situated? If not, specify the locations and distances of the godowns from the press | | |
| 21 | Particulars of machines | Attach separate sheet giving details of year of purchase & value | |
| 22 | Names of major customers | Attach separate sheet for banks & Others | |
| 23 | Details of Insurance | | |
| 24 | Wastage | | |
| 25 | Mode of delivery and security arrangement | | |
| 26 | Whether Sales Tax or any other tax applicable | | |
| 27 | Payment terms and conditions – period/duration for effecting payment | | |
| 28 | Octroi/any other tax | | |
| 29 | List of Directors & their address | Attach separate sheet | |
| 30 | Whether local representatives available at Bhopal ? If Yes name and address of the person with Mobile No. | | |
| 31 | Whether facility for redressal of complaints available? | | |
| 32 | Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details. | | |
| 33 | Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate. | | |
| 34 | Any other information | | |

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

PROFORMA – I

PARTICULARS OF WORKS EXECUTED FOR BANKS as CLIENT

| SR. No. | Name of Work /Project executed with name & address of the client bank. | Short description of work | Name & Address of Owner / Consultant | Value of work executed | Stipulated time of completion | Actual time of completion | Copy of Work Order & completion certificate from the Bank. |
|------------|--|------------------------------------|---|------------------------------|--|---------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Attach separate sheet for more information.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – II

PARTICULARS OF WORKS EXECUTED FOR OTHER CLIENTS

| SR. No. | Name of Work /Project executed with name &address of the client. | Short description of work | Name & Address of Owner / Consultant | Value of work executed | Stipulated time of completion | Actual time of completion | Copy of Work Order & completion certificate from the Client. |
|------------|--|------------------------------------|---|------------------------------|--|---------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Attach separate sheet for more information.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – III

PARTICULARS OF WORKS ON HAND FROM BANKS

| SR. No. | Name of Work / Project with name & address of the client Bank. | Short description of work | Name & Address of Owner / Consultant | Value of work to be executed | Stipulated time of completion | Expected time of completion | Copy of Work Order from the Bank. |
|------------|--|------------------------------------|---|---------------------------------------|--|-----------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Attach separate sheet for more information.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – IV

PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS

| SR. No. | Name of Work / Project with name & address of the client. | Short description of work | Name & Address of Owner / Consultant | Value of Work to be executed | Stipulated time of completion | Expected time of completion | Copy of Work Order from the Client. |
|------------|---|------------------------------------|---|------------------------------------|--|-----------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Attach separate sheet for more information.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA - V

KEY PERSONNEL PERMANENTLY EMPLOYED

| Sr No. | Name | Designation | Qualifications | Experience | Years with the firm | Name of project handled costing over Rs.10 lakhs | Indicate special expertise such as Advance Mgt. Tech. like CPM / PERT & Projects in which such techniques were employed | Any other information |
|--------|------|-------------|----------------|------------|---------------------|--|---|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Attach separate sheet for more information.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

Note: The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – VI

Details of Infrastructure in Office

| SR. No. | Items | Numbers | Details |
|------------|--|---------|---------|
| 1 | Address of the office | | |
| 2 | Office premises, area etc. in sq.ft. | | |
| 3 | Fax / M/C | | |
| 4 | Telephones | | |
| 5 | Other instruments | | |
| 6 | Software/s used for planning, estimation, execution, supervision etc. | | |
| 7 | Reference books used for estimates / rate analysis etc. Information | | |
| 8 | Subscription to magazines, journals from institutes of technical nature | | |
| 9 | Any other | | |

Attach separate sheet for more information.

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

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 Professionals/contractors/service providers will be final and binding to me / us.
- 3.) All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
- 4.) I / We agree that I / we have no objection if enquiries are made with my/our clients for whom I/We have worked & details of these work executed are 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:

Seal & Signature of the Proprietor/
Partner of the Firm and name(s)

