



Bank of Maharashtra
1501 "LOKMANGAL",
SHIVAJINAGAR
CORPORATE SERVICES DEPARTMENT
HEAD OFFICE, PUNE 411005

Tendor No. AX1/CSD/Emp Printer/5/2021-22
Application for

EMPANELMENT OF PRINTERS FOR PRINTING OF BOOKS ,REGISTERS, ENVELOPES,
FOLDERS, FILES & OTHER STATIONERY ITEMS FOR OFFICE USE AT LOKMANGAL,
HEAD OFFICE, PUNE-411005

Name Of Applicant :-

Address :-

Date of issue: 20.07.2021

Last Date of Submission: 10.08.2021 (upto 4.00 pm)

NOTICE INVITING TENDER

Empanelment of Printers for printing of books , registers, Envelopes ,Folders, Files and other stationery items

Bank of Maharashtra proposes to empanel the Printers for printing & supplying of books, registers, envelopes, folders, files & other stationery form as per office requirement of Lokmangal, Head Office,Pune-411005.

Bank would empanel printers for Pune Head Office only for printing & supplying of books, register, envelope, folder, file & other stationery items.

The empanelment will be applicable initially for the period of Two years from the date of empanelment. However, Bank has discretion to extend the empanelment period for further one year on same terms and conditions, in case of satisfactory performance.

The Printers satisfying the pre-qualification criteria will be empanelled for the Pune Location at Head Office, Pune, subject to meeting their eligibility criteria.

Bank at its discretion shall verify the offices of the applicants. The Printers 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 Printers, who fulfill the above criteria, may download the application Form, from Bank of Maharashtra [website www.bankofmaharashtra.in](http://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 Empanelment of Printers for printing of books ,registers, envelopes, folders, files & other stationery items for Head Office,Pune"** and to be submitted for the purpose on or before **10th Augut 2021 by 4:00 pm** at the following address:

Asst. General Manager.
Corporate Service Dept,
1st Floor, Lokmangal, 1501,
Shivajinagar, Pune

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 thereto 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.

**Asst. General Manager
Corporate Services Dept.
Bank of Maharashtra
Head Office Pune**

TERMS AND CONDITIONS OF EMPANELMENT OF PRINTERS

Bank of Maharashtra proposes to empanel the Printers for printing & supplying of books, registers, envelopes, folders, files & other stationery as per office requirement of Lokmangal, Head Office, Pune-411005.

Application forms are invited for empanelment from reputed printers having valid registration with Government Department and have necessary statutory approval /permission from concerned authorities.

Printers shall apply for empanelment in prescribed format available on Bank's website "www.bankofmaharashtra.in" under notices Tenders. The interested applicant shall download the tender and submit their application as per the eligibility. Applicant has to submit the tender along with **prescribed fee of Rs.500.00 in the form of DD favouring Bank of Maharashtra ,Payable at Pune** which is non-refundable. No hard copy will be issued in any case.

1. Intending Printers 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 Printers should have minimum three years of experience in the respective field.
3. Bank of Maharashtra may approach the Printers /vendor's clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
4. Selection of vendors will be based on the ability and competence required for good quality jobs to be performed by them.
5. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
6. 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.
7. Decision of Bank of Maharashtra regarding selection of vendors for empanelment will be final and binding and no further correspondence will be entertained. Printers empanelled will be informed separately.
8. Intending printers are requested to read the Proforma carefully before filling the particulars.
9. Incomplete applications will not be considered.
10. Information / details furnished by selected printers , 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 Printers can be cancelled immediately.
11. Wherever required, only certified copies should be submitted. The completion certificate shall be from main client only. Work order copy without completion certificate will not be considered as a proof of the completed work. The completion certificate submitted by chartered accountant will be considered valid.

12. Cost of the application form is Rs.500.00 which is not refundable & to be paid by way of Demand Draft favouring "Bank of Maharashtra" payable at PUNE.
13. Application form is not transferable.
14. Empanelment of the firm, if selected, will be valid only for 2 years and extendable further period of 01 year subject to satisfactory performance of the contract .
15. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
16. 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.
17. Completed empanelment document shall be submitted in person up to **4.00 pm** on or before **10.08.2021** Tender document shall be dropped in Tender box marked with name of work.Tender submitted in any other Department/dropped in wrong box or submitted at any other addressed will not be considered. Tender received after stipulated date and time will not be considered, whatsoever reason. Each application/form must accompany Demand Draft of Rs.500/- favouring Bank of Maharashtra and payable at PUNE.
18. It is necessary that Printers must have office at Pune or a full-fledged branch office at Pune if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Pune. If Printers doesn't have office/branch office at Pune, they shall provide undertaking that they will make necessary arrangements for timely execution of work, within stipulated time , if any awarded.
19. The successful applicant/s will have to execute separate agreement with Bank & all the costs and applicable stamp duties will have to be borne by the applicant.

Date :-

Signature of Applicant

BIO-DATA OF 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) G S T No. :
- iii) EPF Reg. No. :
- iv) ESI Reg. No. :
- v) GST No. :
- vi) Aadhar Udyog 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. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for the last 3 years as Annexure-IV-A, IV-B & IV-C. 2018-19, 2019-20, 2020-21 : Enclosed / Not enclosed

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

Name of the Organization	Year since empanelled

7. 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.

8. Details of civil suit, if any, that arose during execution of contract in the past 5 years. :

9. Specify maximum value of single value project executed during the last 3 years. :

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

11. 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 that without the copies of certificates, your application is liable to be rejected.

12. 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

13. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES:

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

14. Turnover in last 3 years(FY 2018-19,2019-20,2020-21)

Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	GST / Service Tax paid	Amount of Profit
1					
2					
3					

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

15. List of equipments / machinery owned:

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

16. PRE-QUALIFICATION CRITERIA:

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	Firm have having own printing machine	20	
5	Firm having own vehicle to transport the materials	10	

Printers/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 printers.

17. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID,	Certificates of registration with Income Tax, Service Tax, GST, EPF, ESI .	
III	Bank Statement of last 06 month	
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, VIIC, VIID, VIIE	Copies of income-tax returns / assessment orders for previous 05 years.	
Annexure-I	Declaration	
Annexure-II	Undertaking regarding Blacklisting	

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

DECLARATION (On Bidders Letter Head)

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, future contract if any 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 contractor/consultants 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.

Annexure -II

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION

UNDERTAKING REGARDING BLACKLISTING/ NON-DEBRMENT

To,
Assistant General Manager,
Corporate Services
Head Office, Lokmangal
Bank of Maharashtra
Shivajinagar, Pune – 5

We here by confirm and declare that we, M/s----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 03 years.

For -----
Authorized Signatory
Date: