



Bank of Maharashtra
Zonal Office ,Amaravati

EMPANELMENT OF PROFESSIONALS & CONTRACTORS

Bank of Maharashtra, Zonal Office ,Amaravati is in the process of preparing panel of Professionals/Contractors & Service providers and invites sealed applications for preparing a panel of eligible Contractors & Service providers in the field of civil/ electrical /furniture/interior/ & maintenance work, Printing agencies(General printers), digital /non digital signage boards vendors and Professionals like architects /valuers /electrical consultants /structural engineers-consultants/ energy auditors .

The interested parties may collect the empanelment formats from Bank of Maharashtra, Zonal Office Amaravati or the empanelment forms can be downloaded from our website : www.bankofmaharashtra.in

Last date of receipt of application is 19.03.2015 (up to 3.00 p.m.) at Bank of Maharashtra, Zonal Office, Opp. Atul Mangal Karyalay , Lahanuji Nagar , Amaravati- 444606

Applications will be opened at 3.30 p.m. on 19.03.2015 at the same venue.

Already empanelled parties need to apply fresh. Bank reserves right to accept or reject any or all applications without assigning any reason thereof.

Zonal Manager,
Amaravati Zone

Dt. 04.03.2015




**BANK OF MAHARASHTRA
AMARAVATI ZONE
APPLICATIONS FOR EMPANELMENT OF**

**CONTRACTORS & SERVICE PROVIDERS
IN THE FIELD OF
CIVIL/ELECTRICAL /FURNITURE/INTERIOR/ & MAINTENANCE WORK, /PRINTING
AGENCIES(GENERAL PRINTERS), DIGITAL /NON DIGITAL SIGNAGE BOARDS
VENDORS AND PROFESSIONALS LIKE ARCHITECTS /VALUERS /ELECTRICAL
CONSULTANTS /STRUCTURAL ENGINEERS-CONSULTANTS/ ENERGY AUDITORS**

**AT
AMARAVATI ZONAL OFFICE
SIDDHIVINAYAK ,OPP. ATUL MANGAL KARYALAY , LAHANUJI NAGAR
,AMARAVATI- 444606**

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<p>बँक ऑफ महाराष्ट्र अंचल कार्यालय अमरावती 1-3, S™ Ú1™ > i ^ Å, , ÷, 0¥, Y, zS, ¥, ^ Å, i, Ä¥, i, - Y, 1/2£ ¥, >, 0ú Y, S, Ä, , Y, £, " ÷, ú-444606</p>		<p>Bank of Maharashtra Zonal Office Amaravati Siddhivinayak ,Opp. Atul Mangal Karyalaya , Lahanuji Nagar , Amaravati- 444606</p>
Phone : 0721-2565588, 2678206	E-mail : mkt_ama@mahaBank.co.in	Fax : 0721 – 2678206
AX41/AR/GAD/EMPANELMENT / 2014-15		Date:03.03.2015

NOTICE

NOTICE FOR EMPANELMENT OF CONTRACTORS & SERVICE PROVIDERS IN THE FIELD OF CIVIL/ ELECTRICAL /FURNITURE/INTERIOR/ & MAINTENANCE WORK, PRINTING AGENCIES(GENERAL PRINTERS), DIGITAL /NON DIGITAL SIGNAGE BOARDS VENDORS AND PROFESSIONALS LIKE ARCHITECTS /VALUERS /ELECTRICAL CONSULTANTS /STRUCTURAL ENGINEERS-CONSULTANTS/ ENERGY AUDITORS

Application in prescribed format are invited for preparing a panel of eligible Contractors & Service providers in the following field of civil/ electrical /furniture/interior/ & maintenance work, Printing agencies, digital /non digital signage boards vendors and Professionals like architects /valuers /electrical consultants /structural engineers-consultants/ energy auditors. Applicant must have sound financial status and experience in the respective line of business. The supplier agency should have at least 5 years 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 2013-14 should be Rs.5.00 lakhs, establishments with less than the minimum sales and experience need not apply.

Applications with inadequate experience is liable for rejection. Suppliers, agencies who are currently on the bank's panel may apply fresh for empanelment. Details are also available on our website www.bankofmaharashtra.in

1. Last date for collecting the forms : on any working day up to 19.03.2015 till 2.00 Pm

2. Last date for submission of the forms on any working day up to 19.03.2015 till 3.00 PM

Place of collection and submission of forms, GAD, Bank of Maharashtra, Zonal Office Siddhivinayak, Opp. Atul Mangal Karyalay , Lahanuji Nagar ,Amaravati- 444606

Applications received after the last date and time of submission are liable for rejection. The bank reserves the right to accept/ reject any or all the applications without assigning any reason thereof . Empanelment does not confer any right on any of the supplier /contactor/ professional to receive invitation to bid for works at a later date.

Zonal Manager
Amaravati Zone

Terms and conditions

1. Sealed applications in prescribed form are invited up to 19.03.2015 till 3.00 PM for empanelment of Contractors & Service providers for inviting limited tenders from them for availing services . Incomplete applications will be rejected without further reference
2. The applications should specifically mention the items/services for which they require empanelment .In future , whenever there is requirement for any services the note inviting tender may be sent to the empanelled vendors at their registered address or on email address. However empanelment does not confer any right on any of the suppliers/ service providers/professionals to receive invitation to bid for works at a later date
3. The empanelled vendors shall be required to submit the tenders as per the terms and conditions laid down in the particular notice inviting tenders.
4. The bank reserve 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 doe not confer any right on any applicant for empanelment
6. The decision of the bank on all the matter 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 in any vendors 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, Zonal Office Amaravati Siddhivinayak ,Opp. Atul Mangal Karyalaya , Lahanuji Nagar ,Amaravati-444606 or the empanelment forms can be downloaded from our website : www.bankofmaharashtra.in. If empanelment is sought for more than one category then separate applications 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 orders/sales tax assessment certificates, balance sheets, P/L a/cs about the performance of the firm for last 3 years should be forwarded along with this applications.
13. Details of experience in the respective field may be enclosed.
14. Details of such contracts undertaken in the past, present status of such contracts along with the copies of award of contract, duration of contract certificate of appreciation if any, and reasons if the contracts are discontinued shall be furnished.
15. The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses / permissions required for the supply/ services.
16. Details of registration as per shop and establishment act shall be furnished.
17. Details with Municipal corporations to run the shop / printing press shall be furnished.
18. Details of registrations with Tax authorities (including LBT) shall be furnished.

Covering Letter

To,
The Zonal Manager
Bank of Maharashtra
Amaravati Zone
Siddhivinayak ,Opp. Atul Mangal Karyalaya ,
Lahanuji Nagar ,Amaravati- 444606

Sub: Empanelment of contractors & service providers in the field of civil/ Electrical / furniture/ interior/ & maintenance work, printing agencies(General Printers), digital /non digital signage boards vendors and professionals like architects /values /electrical consultants / structural engineers-consultants/ energy auditor

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 along with **ANNEXURE – I** to **ANNEXURE VI** and declaration.

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 alternations / modifications.

I/we am/are also aware that the bank reserve the right to accept or reject any or all applications without assigning nay reasons thereof

Yours faithfully,

Signature with seal of contractor

Date:

Common Application for printing agencies, digital /non digital signage boards vendors

To,
The Zonal Manager
Bank of Maharashtra
Amaravati Zone

Siddhivinayak ,Opp. Atul Mangal Karyalaya ,
Lahanuji Nagar ,Amaravati- 444606

Sub: Empanelment of contractors & service providers in the field of civil/ Electrical / furniture/ interior/ & maintenance work, printing agencies(General Printers), digital /non digital signage boards vendors and professionals like architects /valuers /electrical consultants / structural engineers-consultants/ energy auditors in the panel of Bank of Maharashtra Zonal office, Amaravati

We submit the details are as under.

Sr.No	Particulars	Details	Tick Mark	
		Empanelment of		
		Digital/Non digital signage Boards vendors/ Maintenance agencies		
SN	Particulars	Details		
1.	Name of the unit			
2.	Constitution			
3.	Name of the business group			
4.	Registration No (As given by DIC/Directorate of industries)			
5.	Date of incorporation			
6.	Business address with phone nO			
7.	Registered address			
8.	Factory address			
9.	Past three years performances turnover in lacs	2011-12	2012-13	2013-14
10.	Orders executed	2011-12	2012-13	2013-14
	No of orders			
	Amount in lacs			
	Total			
11.	Name and address of bankers with particulars of credit facilities			
12.	Important financial parameters for past 3	2011-12	2012-13	2013-14

	years			
	a. Capital			
	b. Gross profit			
	c. Net profit			
	d. Current ratio			
	e. sales /NP			
	f. Capital/Turnover			
	g. Dividend			
13.	Particulars of existing key technical and executive staff	Please attach separate sheet giving details such as name, designation, qualifications, experience, functional duties etc.		
14.	Number of working days in month			
	No of shifts in day			
15.	Land and building	Existing area	Proposed area	
	Factory and other building			
	Security closed storage place with location			
	Details of won building /rented building			
16.	Whether godown facility is available within compound where the press is situated? If not specify the location and distance of the godown from the press			
17.	Particulars of machines	Attach separate sheet giving details of year of purchase and value		
18.	Names if major customers	Attach separate sheet for bank and other s		
19.	Details of insurance			
20.	Wastage			
21.	Mode of delivery and security arrangement			
22.	Whether sales tax or any other tax applicable			
23.	Payment terms and conditions			
24.	Octroi /LBT			
25.	Whether related to any staff member of Bank of Maharashtra , if yes, please elaborate			

**Application format for Empanelment of professionals with Bank of Maharashtra, Zonal Office
Amaravati**

Application Format for Architects:

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment			
3	Status of the firm : Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
4	Minimum qualifications-B Arch (First Class)			
5 (a)	Whether registered with the : Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(b)	Whether registered with Indian Association of Architects/Council of Architects?			
	Indian Institute of Interior Designers? give registration No & attach copy herewith.			
(c)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos:		
		Contact person phone no.		
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2012		
		31.03.2013		
		31.03.2014		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			

	i) Income-tax (PAN) No.	
	ii) Service tax no.	
	iii) EPF Reg. No.(if applicable)	
	iv) ESI Reg. No. (if applicable)	
	v) TIN / VAT No.	
	vi) WCT Reg. No(if applicable)	
9	No. of years of experience in the field. Mention fields of activities.	(Minimum experience- 5 Years)
10	Whether ISO certified? Furnish details.	
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)	
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
14	Key personnel employed:(as per Annex. V)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability	
18	List of clients-name, address, phone no.	
19	Any other information	

Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant

Desired requirements:

Architects should be practicing architect in their respective fields with more than 5 years experience

Architect on panel of nationalized banks are preferred. Architect should have successfully completed projects worth Rs.50 Lac & more till date and Documentary evidence in support of this must be submitted.

**Application format for Empanelment of professionals with Bank of Maharashtra Zonal Office
Amaravati**

Application Format for Furniture Contractors:

Basic Scope of work:

The scope of work of Furniture Contractors for Interior Furnishing works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations, masonry, plastering, RCC concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork etc.

Desired requirements:

The furniture contractor must have minimum 5 years experience in the line/field.

The furniture contractor/ Firm should have completed works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 3 years.

Firms empanelled with nationalized banks will be given preference.

Firm should have successfully completed projects for more than Rs.100 lac till date and Documentary evidence in support of this must be submitted.

Application Format

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar			

	of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether registered with Empanelled with BOM?			
(d)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2012		
		31.03.2013		
		31.03.2014		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No..(if applicable)			
9	No. of years of experience in the field- Mention fields of activities.	(Minimum Experience- 5 years in furniture/interior work as contractors)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)			

16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.
		2.
18	List of Clients, names, phone no.	
19	Any other information	

Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant.

**Application format for Empanelment of professionals with Bank of Maharashtra Bank of Maharashtra,
Zonal Office Amaravati**

Application Format for Civil Contractors:

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether registered with CPWD/PWD/Govt. Depts.			
	Empanelled with BOM Pune?			
(d)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		

7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2012		
		31.03.2013		
		31.03.2014		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No..(if applicable)			
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 5 years in civil construction/repair jobs as contractors)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.		
		2.		
18	List of Clients, names, phone no.			

19	Any other information	
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Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant.

Desired requirements:

The civil contractor must have minimum 5 years experience in the line/field.

The civil contractor/ Firm should have handled works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 3 years.

Firms empanelled with nationalized banks will be given preference.

Firm should have successfully completed projects for more than Rs.50 Lac till date and Documentary evidence in support of this must be submitted.

**Application format for Empanelment of professionals with Bank of Maharashtra Zonal Office
Amaravati**

Application Format for Electrical Contractors:

Basic Scope of work:

The scope of work for Electrical Contractors involves internal and external electrification, associated cabling, installation & maintenance of Transformer/DG set / Control panels, earthing, wiring for air-conditioners, telephone wiring, Music system installation, UPS wiring and data cabling, break-down repairs and other allied works.

Desired requirements:

The Electrical Contractors must have minimum 5 years experience in the line/field.

The Electrical contractor/ Firm should have completed works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 3 years.

Firms empanelled with nationalized banks will be given preference.

Firm should have successfully completed projects for more than Rs.100 lac till date and Documentary evidence in support of this must be submitted.

Application Format

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Pune Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar			

	of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether PWD license is obtained? If so attach copy of the same.			
	Empanelled with BOM Pune?			
(d)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2011		
		31.03.2012		
		31.03.2013		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No..(if applicable)			
9	No. of years of experience in the field- Mention fields of activities.	(Minimum Experience- 5 years as electrical contractor)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI)			

	attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.
		2.
18	List of Clients, names, phone no.	
19	Any other information	

Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant.

**Application format for Empanelment of professionals with Bank of Maharashtra, Zonal Office
Amaravati**

Application Format for Electrical Consultants/Auditors:

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: (Minimum qualifications-BE (Electrical), (first class) recognized by AICTE			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether registered with			
	Institute of Electrical Engineers?			
	Indian Society of Electrical & Electronic Engineers? Give Registration No. & attach copy herewith.			
(d)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		

7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2012		
		31.03.2013		
		31.03.2014		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No..(if applicable)			
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 5 years must be practicing electrical consultant/auditor)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.		
		2.		
18	List of Clients, names, phone no.			

19	Any other information	
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Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant.

Desired requirements:

Consultant/Auditors should be practicing engineers/auditors in their respective fields with more than 5 years experience

Certification from approved agency is preferred.

Consultant/Auditors/ Firm should have handled works/audits/projects for more than 500 KVA connected load at minimum 8-10 sites.

Firm should have successfully completed projects for more than Rs.50 Lac till date and Documentary evidence in support of this must be submitted.

**Application format for Empanelment of professionals with Bank of Maharashtra Zonal Office
Amaravati**

Application Format for Energy Auditors/Consultants:

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: (Minimum qualifications-BE(Electrical), (first class) certified by BEE			
(b)	Are you registered with Bureau of Energy Efficiency? Furnish details.			
(c)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(d)	Whether registered with Society of Energy Engineers & Managers?			
(e)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2011		
		31.03.2012		
		31.03.2013		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		

8	Registration with Tax Authorities	
	i) Income-Tax - Registration No & (PAN) No.	
	ii) Service tax no.	
	iii) EPF Reg. No. (If applicable)	
	iv) ESI Reg. No. (If applicable)	
	v) TIN / VAT No.	
	vi) WCT Reg. No. (If applicable)	
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 5 years & must be practicing energy auditor/consultant)
10	Whether ISO certified? Furnish details.	
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)	
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
14	Key personnel employed: (as per Annex. V)	
15	Infrastructure of the firm viz. office space, office equipment. (as per Annex. VI attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.
		2.
18	List of Clients, names, phone no.	
19	Any other information	

Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant.

Desired requirements:

Consultant/Auditors should be practicing engineers in their respective fields with more than 5 years experience

Consultant/Auditor should be certified energy auditor by BEE.

Consultant/Auditor/Firm should have handled audits for more than 500 KVA connected load at minimum 8-10 sites

Consultant/Firm should have handled HVAC audits for more than 250 TR installed capacity.

Consultant/Firm should should have own audit equipments like power analyzer, IR camera etc.

Consultant/Firm should have successfully completed Energy Audits worth more than Rs.50 Lac till date and Documentary evidence in support of this must be submitted.

**Application format for Empanelment of professionals with Bank of Maharashtra
Zonal Office Amaravati**

Application Format for Structural Engineers/ Consultants:

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: (Minimum qualifications-BE(civil), BE (Structural Engineering) (first class) recognized by AICTE			
(b)	Are you registered with Pune Municipal Corporation? Furnish details.			
(c)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(d)	Whether registered with			
	Indian Association of Structural Engineers?			
	Indian Society of Structural Engineers? Give Registration No. & attach copy herewith.			
(e)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		

		Contact person phone no.		
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2011		
		31.03.2012		
		31.03.2013		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No. (If applicable)			
	iv) ESI Reg. No. (If applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No (If applicable)			
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 5 years & must be practicing structural engineer/consultant)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.		
		2.		

18	List of Clients, names, phone no.	
19	Any other information	

Note: Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant.

Engineer/Consultant should be practicing engineers in their respective fields with more than 5 years experience

Certification from approved Agency/Institute is preferred.

Engineer/Consultant /Firm should have handled projects of civil work for minimum 8-10 sites of not less than Rs.3.00 crore each.

Engineer/Consultant/Firm should have successfully completed minimum 8-10 projects and Documentary evidence in support of this must be submitted.

**Application format for Empanelment of professionals with Bank of Maharashtra Zonal Office
Amaravati, Siddhivinayak ,Opp. Atul Mangal Karyalaya , Lahanuji Nagar , Amaravati- 444606**

Application Format for Valuers:

1	Name of the Firm/ Organization			
	Registered Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment			
3	Status of the firm : (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: Minimum qualifications-BE(civil), B. Tech, B. Arch (first class) from approved Universities. State whether your professional qualifications are as prescribed under Section 34AB (Rule 8A) of the Wealth Tax Act 1957?			
(b)	Are you registered with Income Tax department?			
(c)	Whether registered with the : Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(d)	Whether registered with			
	Indian Institute of Valuers/Architects Council of Architecture / Institution of Engineers / Other Professional Institute			
	Indian Institute of Interior : Designers. Give Registration No. & attach copy herewith.			
(e)	If empanelled with other organizations such as Banks /PSU etc. Furnish their			

	names, class and date of registration (attach copy of registration, if any)	
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6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence : to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2011		
		31.03.2012		
		31.03.2013		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(If applicable)			
	iv) ESI Reg. No. (If applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No.(If applicable)			
	vii) PAN No.			
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 5 years)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand in last 5 years from Banks and others (as per Annex. I & II attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV attached)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed: (as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability,	1		
		2		

	competence or capability.	
18	List of Clients, names, phone no.	
19	Any other information	

Note: Where copies are required to be furnished, these are to certified copies preferably by the Concerned agencies or a Govt. Officer. In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant

Valuers should be practicing valuers/chartered engineers in their respective fields with more than 5 years experience

Valuers should have certification from approved agency/institute.(IIV)

Valuers /Firm should have handled valuation for minimum 8-10 clients of repute including banks & PSUs. Documentary evidence in support of this must be submitted.

ANNEXURE – 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

Signature of the Applicant

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.

ANNEXURE – 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

Signature of the Applicant

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.

ANNEXURE – III

PARTICULARS OF WORKS ON HAND FROM BANKS

SR.No.	Name of Work / Project being 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 from the Bank.
1	2	3	4	5	6	7	8

Signature of the Applicant

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.

ANNEXURE – IV

PARTICULARS OF WORKS ON HAND FROM 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

Signature of the Applicant

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.

ANNEXURE - V

KEY PERSONNEL PERMANENTLY EMPLOYED

SR. No.	Name	Designation	Qualifications	Experience	Years with the firm	Name of project handled costing over Rs.20 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

Signature of the Applicant

Note: Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per brochure.

ANNEXURE – 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 used for planning, estimating, execution, supervision etc.		
7	Reference books used for estimates / rate analysis etc.		
8	Subscription to magazines, journals, institutes of technical nature.		
9	Any other information		

Signature and Seal of Applicant

Note: Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per procedure.

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 , 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 professional /contractors /service providers will be final and binding to me/us
3. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
4. I/we agree that I/we have no objection if enquires 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.