

**BANK OF MAHARASHTRA**  
**NAGPUR ZONE**

**APPLICATION**  
**FOR EMPANELMENT OF PROFESSIONALS AND**  
**CONTRACTORS (INCLUDING SUPPLIER /CONTRACTOR FOR**  
**AIR CONDITIONING UNITS ETC )**

**AT**  
**NAGPUR ZONAL OFFICE,**  
**“MAHABANK BHUVAN”,First**  
**floor,Dr MUNJE CHOWK**  
**SITABULDI, NAGPUR - 440012**

**Notice For Empanelment of Professionals/Contractors & Service Providers**

Bank of Maharashtra is in the process of preparing panel of Professionals/ Contractors & Service providers and invites sealed applications from eligible Professionals/Contractors & Service providers in the field of Electrical/Furniture/Interior. Maintenance work, and professionals like Architects for empanelment.

1. The interested parties can down load the empanelment formats from Bank of Maharashtra website or can be obtained from Bank of Maharashtra Zonal Office, Mahabank Bhuvan, First floor, Abhyanker road Dr Munje Chowk Sitabuldi, Nagpur- 440012 from (20.05.2016 to 30.05.2016)
2. The Tender Document will be available on web site from 20.05.2016
3. Last date of submitting the empanelment Application 06.06.2016 up to 2:00 p.m. at Bank of Maharashtra, Mahabank Bhuvan, Zonal office, first floor, Abhyanker Road, Dr Munje Chowk, Sitabuldi, Nagpur- 440012.
4. Date of opening of empanelment Application 06.06.2016 at 4.00 PM The Bidder may remain present at the time of opening of the empanelment form application
5. The application should be submitted in sealed cover super scribing the work/purpose "Empanelment for \_\_\_\_\_ work"
6. Bank of Maharashtra reserves the right to reject any or all empanelment applications without assigning any reason whatsoever.
7. Application fee of Rs 300/- in the form DD - favouring 'Bank of Maharashtra, Zonal office, Sitabuldi, Nagpur be attached }

Place. Nagpur  
Date

Zonal Manager  
Nagpur Zone

## **EMPANELMENT OF PROFESSIONALS/CONTRACTORS**

Bank of Maharashtra ,Nagpur Zonal office is in the process of empanelling of Professionals/ Contractors & Service providers (Vendors) and invites sealed applications from eligible & reputed Contractors & Service providers in the field of electrical /furniture/interior, maintenance work and professionals like Architects for are working for Nationalized Banks or CPWD/ MES/ PSUs/ Govt. Sector etc.

### **Scope of Work :-**

- 1 Professionals/Contractors & Service providers shall apply for empanelment in Prescribed format. The application forms/ document is available on our website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) and can be downloaded from Bank web site .Application forms are also available at above-mentioned address i.e Bank of Maharashtra ,Nagpur Zonal office, Mahabank Bhuvan ,Abhyankar Road, Dr Munje Chowk ,Sitabuldi ,Nagpur ,440012 between 11.00 am to 2.00 p.m on all working days except Sundays & holidays (from 20.05.2016 to 30.05.2016).

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### **INSTRUCTIONS TO APPLICANTS:**

Intending professional/ contractors/vendors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed format for considering their names for empanelment. The professional/ contractors/vendors should have **minimum five years of experience in the respective field**. The professional/ contractors/vendors applying for electrical works should have valid electrical licenses.

The professional/ contractors/vendors who intend to apply for more than one category have to apply for each category separately using appropriate application form. Intending professional/ contractors/vendors are requested to read the format carefully before filling the particulars.

Incomplete applications will not be considered.

Bank of Maharashtra shall approach the professional/ contractor's vendor's clients, corporations, organizations, etc. to verify their general reputation / competence. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.

The empanelment shall be made for a specific category. However, professional/ contractors/vendors empanelled in higher category shall be eligible for the works in the lower category. If the space provided in the format is insufficient for giving full details, the same may be given on a separate sheet of paper.

Information/details furnished by selected professional/ contractors/vendors, if found to be false at any time in future or any information affecting empanelment is willingly /unwillingly withheld & if it comes to the notice of the Bank at any point of time, the empanelment of professional/ contractors/vendors can be cancelled immediately.

Where copies of documents are required to be furnished, these should be certified true copies.

The evaluation will be based on the experience of the professional/ Contractors/ vendors and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.

Based on the details furnished and inspection of works, eligibility criteria, professional/ contractors/vendors will be empanelled. Decision of the Bank regarding selection/ rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.

Decision of Bank of Maharashtra regarding selection of professional/ contractors /vendors for empanelment will be final and binding and no further correspondence will be entertained. Professional/ contractors /vendors empanelled will be informed separately.

Empanelment of the firm, if selected, will be valid for one year and subject to review. bank may decide to extend it for another 2 years or as decided by the Bank.

Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.

The application shall be submitted strictly in the format as mentioned along with the supporting documents. Information furnished to Bank will be kept strictly confidential.

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.

Completed empanelment application/ document shall be submitted up to 2:00 pm on or before 31.5.2016 to the Zonal Manager, Bank of Maharashtra, Zonal Office Nagpur . The application shall not be accepted by post / courier

It is necessary that professional/ contractors/vendors must have full office set up at Nagpur or a full-fledged branch office at Nagpur if its head/registered office is somewhere else. Preference will be given to Nagpur based professional/ contractors/vendors who are on the panel of Nationalized/Public Sector Banks in Nagpur.

### **For Electrical contractor**

- 1 Applications from Electrical Contractors who are eligible as per the Eligibility Criteria and having valid license from competent authorities
2. **Scope of Work:** The scope of work for Electrical contractors is to carryout Electrical works related to Interior Furnishing of the Bank's Branches / Offices including supply, installation, testing and commissioning of Electrical Main panel with necessary switch gears, DBs, Earthings, capacitor panels, wiring for light points, w-power, UPS points etc.. laying of

power cables for AC units, stabilizers etc, LAN, data & voice cabling and termina cabling for CCTV, Fire alarm system, security alarm system, signage etc through floor raceways or cable trays or in conduits through walls etc. The works related to repairs, alterations and renovations involving internal and external electrification at the Branches and Offices of the Bank are also to be carried out as per the requirement of the Bank. They should also maintain lessoning with local Electricity Board for obtaining of additional power, breakdown repairs for branches. The AMC for electrical will also be considered from empanelled contractors

- 3. Method of award of work Tender:** Tender will be invited only from the empanelled electrical contractors for each work separately and work order will be issued to lowest or most suitable empanelled electrical contractor.
4. The empanelment will be done in the categories as under

Category A: Works costing upto Rs.10 lacs.

Category B: Works costing more than Rs.10 lacs.

The Bank will decided category of the electrical contractor after empanelment based on the experience/works carried out earlier/team size of the electrical contractor.

5. Interested Electrical contractors who are going to apply should have valid electrical license for carrying out LT panel work and also to liaison with electrical authority (Copy of the same shall required to be enclosed).
6. The contractor who intends to apply for empanelment should have valid A/B/C class electrical contractors license issued by the competent authority and have the experience of successfully completed minimum 2 work orders including original works, alterations and renovations involving internal and external LT electrification, panel boards, associated cabling, earthing, wiring for air conditioners UPS, liaisoning with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking / central autono us bodies / state autonomous bodies / financial institutions during last 5 years prior to 31.03.2016

They should have well established office in the respective centre  
staff.

adequate

## 2. Eligibility Criteria for empanelment of Electrical Contractors:

Category A – Up to Rs.10 lac; Category B –Rs.10 lac and above

Sno	Criteria	Criteria Marks Allotted	Self rating marks	Bank's Assessment
1	Should have served as electrical contractor for one similar work of Rs 10 lakhs or more during last 3 years (20 Marks) OR Should have served as electrical contractor for two similar works of Rs.5 lakhs or more during last 3 years (15 Marks) OR Should have served as electrical contractor for three similar works of Rs.2.5 lakhs or more during last 3 years (12 Marks) OR For works below Rs.5.00 lac, four similar works of Rs 1.50 lac each during last 3 years (10 Marks). Who are having first 3, worked for at least 3 PSBs, they will get 25 marks.	25		
2	Having valid license of A/B/C class electrical contractors issued by Electrical Inspectorate? Give license No., expiry date & attach copy herewith.	08		
3	<b>Financial Capacity/Average turnover</b> for the last three years should be equal or more than Rs 6 lakhs	07		
4	Should have made profit for at least two years during the last three years.	05		
5	Worked for Bank of Maharashtra earlier for any project	05		
6	<b>Easy Availability/</b> The firm must have full set up of office in Nagpur Nagpur city (15 marks) Within the radius of 20 Kms from Nagpur City (10 Marks) More than 20 Kms from Nagpur City (0 Marks)	15		
7	<b>Qualification of the professionals/ employees of companies/ firms:</b> Post Graduation: (7 Marks). Graduation (6 Marks) Diploma /ITI: (5 Marks)	7		
8	<b>ISO Certification</b>	3		
9	<b>Experience in the field should be</b> Minimum 5 Years	10		
10	<b>Standing/Empanelment with Nationalized bank</b> (preferably in Nagpur) Marks- (10 Marks) Empanelment with PSU Marks –(08 Marks) Empanelment with Govt. Agencies/dept (05 Marks)	10		
11	Black listed by any Govt./PSB/PSU ( -25 Marks) (a Self declaration saying that your company is not black listed by any Govt./PSB/PSU is to be submitted)			
12	PAN - (02 Marks) Service Tax Registration - (02 Marks) WCT/TIN/VAT/EPF Registration - (01 Marks)	05		
<b>Total Marks</b>				

**NOTE** Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. The Electrical Contractors scoring 60 marks & above will only be considered for empanelment & they themselves will have to fill in marks for self-rating as stated in the above table. Evaluation of these marks will be done by the Bank and Bank's decision in the matter is final & binding. No complaints in this regard will be entertained.

The category-A or B for empanelment of the Electrical Contractors will be decided on the basis of their financial position, no. of employees and past experience, works executed

### 3. Application Format for Electrical Contractors:

The basic 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 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 5 years. The Electrical contractor /Firm who are having Office in Nagpur will be given preference Firms empanelled with nationalized banks also will be given preference. Firm should have successfully completed projects for more than Rs.3 lacs till date and Documentary evidence in support of this must be submitted.

1	Name of the Firm / Organization Registered Office Other Offices/Branches details Telephone No. Fax No E-mail			
2	Year of Establishment			
3	Status of the firm Whether individual/ company / firm / Propnetary			
4	Name and Qualification of Directors /Partners / Propnetor	Name	Designation	Qualification: Mobile no
5	a) If PVT whether Registered , mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association) b) Whether having valid license of A/B/C class electrical contractors issued by Electrical Inspectorate? Give license No., expiry date & 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 letter, if any)	1).		
6	Name of the bankers	Name of Bank: Name of Branch Phone Nos Contact Person Phone No.		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover	Profit (Rs. In lacs)
		31.03.2013		
		31.03.2014		
		31.03.2015		
		31.3.2016(prov)		

		Certified copies of last 3 years Balance Sheet, Profit & loss A/C IT Return he 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. v) 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 with complete experience and qualification details)	
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. All certified copies are required to be furnished for the proof. These are to certified copies preferably by the concerned agencies/ or a Govt./PSU Officer. In case you intend to give further / more information, please attach separate sheets.

Signature & seal of applicant



#### 4. Particulars of works executed for banks as client

##### Annexure – I

Sno	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)							

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.

#### 5. Particulars of works executed for other clients

##### Annex – II

Sno	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)							

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.

## 6. Particulars of works on hand from banks

### Annexure – III

Sno	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 from the Bank
1)							
2)							
3)							
4)							
5)							
6)							
7)							

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.

## 7. Particulars of works on hand from other clients

### 8. Annexure – IV

Sno	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)							

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.

## 8. Key personnel permanently employed

### ANNEXURE – V

Sno	Name	Designation	Qualification	Experience	Years with the firm	Name of the projects handled costing over Rs.3 lakhs and above	Indicate special expertise such as Advance Mgt. Tech. like CPM / PERT & Projects in which such techniques were employed	Any other information

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence.

## 9. Details of Infrastructure in Office

### ANNEXURE – VI

Sno	Items	Details	Numbers/Quantity
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		

Signature of the Applicant

## 10. Covering letter to Application

Date:

The Zonal Manager,  
Nagpur Zone,  
Bank of Maharashtra,

Dear Sir,

**Subject: Application for empanelment of Electrical Contractors.**

We have read and examined all Eligibility Criteria, scope of work, technical, all terms and conditions of tender document. We understand the Eligibility Criteria and instructions to the applicants.

Our companies/firms is eligible as per the Eligibility Criteria fixed by the Bank for empanelment and all proof /evidence for the Eligibility Criteria is enclosed.

We submit our application for Bank's consideration duly filled-in and complete in all respects according the Performa along with the enclosures as mentioned

If our application is accepted, we will continue in the empanelled list of your bank.

We once again confirm that our company is eligible as per the eligible criteria and all documents are enclosed as a evidence for proof.

Yours faithfully,

(Signature of Authorized Official)

Name:

Designation:

Seal of the company

## **Check list for submission of Application**

**The applications are requested to submit the following three in a single cover.**

1. Covering letter as per the format given in the tender document
2. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do A copy of the necessary authorization / Power of Attorney for signing the application should be attached.
3. Application fee in the form of DD of RS 300/- favouring "Bank of Maharashtra, Zonal office, Sitabuldi, Nagpur is to be attached)
4. Profile of the company / firm
5. Compliance of Eligibility Criteria of the company/firm as per the format given in the tender document with the following documents.
6. Proof for having minimum 5 years experience in this field
7. Proof /Audited balance sheets showing Minimum Turnover.
8. Proof of ISO 9001 certification. if your company have it
9. A Self declaration letter about the block listing A Self declaration letter saying that your company is not block listed by any Govt/PSU/PSB i submitted
10. Any brochures/printed material of your company, if available
11. Index covering the page wise details

## **For Interior Decoration /Furnishing/Furniture contractor**

Bank of Maharashtra, Nagpur Zonal Office is in the process of empanelling Interior Decorators and invites sealed applications from Interior Decorators who are eligible as per the Eligibility Criteria

The basic scope of work for Interior Decorators/Furniture Contractors for Interior Furnishing works mainly involves erection of partitions, counters, panelling, 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 Interior Decorators/furniture contractor must have minimum 5 years experience in the line/field. The Interior Decorators/furniture contractor should have completed works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 5 years. The Interior Decorators/furniture contractor who is having the office in Nagpur will be given preference. Firms empanelled with nationalized also will be given preference. Firm should have successfully completed projects as mentioned above till date and Documentary evidence in support of this must be submitted.

**1. Method of award of work Tender:** Tender will be invited only from the empanelled Interior Decorators for each work separately and work order will be issued to lowest or most suitable empanelled Interior Decorator.

2. The empanelment will be done in the categories as under:

Category A: Works costing upto Rs.10 lacs

Category B: Works costing more than Rs.10 lacs and below 20 lakhs.

Category C: Works costing more than Rs.20 lacs

The Bank will decided the category based on the information (in Eligibility Criteria) submitted by the applicant is for each category.

3. Intending Interior Decorators who are eligible as per the Eligibility Criteria are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed format for considering their names for empanelment

4 They should have well established office in the respective centre with adequate staff

## Eligibility Criteria for empanelment of Interior Decorators:

Category A-Up to Rs.10 lac;Category B-Rs.10 to 20 lac;Category C-Rs.20 lac and above

Sno	Criteria	Criteria Marks Allotted	Self rating marks	Bank's Assessment
1	Should have served as Interior Decorator for one similar work of Rs 20 lakhs or more during last 5 years (20 Marks) OR Should have served as Interior Decorator for two similar works of Rs 10 lakhs or more during last 5 years (15 Marks) OR Should have served as Interior Decorator for three similar works of Rs5 lakhs or more during last 5 years (12 Marks) OR For works below Rs.5.00 lac, four similar works of Rs.3 lac each during last 5 years (10 Marks). Who are having first 3 worked for at least 3 PSBs, they will get 25 marks.	25		
2	<b>Financial Capacity/Average turnover</b> for the last three years should be equal or more than Rs.6 lakhs	15		
3	Should have made <b>profit for at least two years</b> during the last three years.	05		
4	Worked for Bank of Maharashtra earlier for any project	05		
5	<b>Easy Availability</b> /The firm must have full set up of office in Nagpur/Nagpur city (15 marks) Within the radius of 20 Kms from Nagpur City (10 Marks) More than 20 Kms from Nagpur City (0 Marks)	15		
6	<b>Qualification of the professionals/ employees of companies/ firms:</b> Post Graduation: (7 Marks) Graduation: (6 Marks) Diploma /ITI: (5 Marks)	7		
7	<b>ISO Certification</b>	3		
8	<b>Experience in the field should be Minimum 5 Years</b>	10		
9	<b>Standing /Empanelment with Nationalized bank</b> (preferably in Solapur) Marks- (10 Marks) Empanelment with PSU Marks -(08 Marks) Empanelment with Govt. Agencies/dept (05 Marks)	10		
10	Block listed by any Govt./PSB/PSU (-25.Marks) (a Self declaration saying that your company is not block listed by any Govt./PSB/PSU is to be submitted)			
11	PAN - (02 Marks) Service Tax Registration - (02 Marks) WCT/TIN/VAT/EPF Registration - (01 Marks)	05		
<b>Total Marks</b>				

**NOTE** Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. The Interior Decorators scoring 60 marks & above will only be considered for empanelment & they themselves will have to fill in marks for self-rating as stated in the above table. Evaluation of these marks will be done by the Bank and Bank's decision in the matter is final & binding. No complaints in this regard will be entertained. The category-A or B or C for empanelment of the Interior Decorators will be decided on the basis of their financial position, no. of employees and past experience, works executed.

### 3. Application Format for Interior Decorators:

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

#### Desired requirements:

The Interior Decorators/furniture contractor must have minimum 5 years experience in the line/field. The Interior Decorators/furniture contractor should have completed works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 5 years. The Interior Decorators/furniture contractor who is having the office in Nagpur will be given preference. Firms empanelled with nationalized also will be given preference. Firm should have successfully completed projects as mentioned above till date and Documentary evidence in support of this must be submitted.

1	Name of the Firm/ Organization Registered Office Other Offices/Branches details Telephone No. Fax No. E-mail			
2	Year of Establishment			
3	Status of the firm Whether individual/ company / firm / Proprietary			
4	Name and Qualification of Directors /Partners / Proprietor	Name	Designation	Qualification, Mobile no.
		1). ...		
		2). ...		
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) 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 Bank		
		Name of Branch		
		Phone Nos		
		Contact Person Phone No.:		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover	Profit (Rs. In lacs)
		31.03.13		
		31.03.14		
		31.3.15.		
		31.03.16;Prov;		
		Certified copies of last 3 yrs balance sheet & Income-tax (PAN) No		
8	Registration with Tax Authorities			



		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 with complete experience and qualification details)	
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:** All certified copies are required to be furnished for the proof. These are to certified copies preferably by the concerned agencies/ or a Govt./PSU Officer. In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant

#### 4. Particulars of works executed for banks as client

##### Annexure – I

Sno	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 Bank
1)							
2)							
3)							
4)							
5)							
6)							
7)							

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

#### 5. Particulars of works executed for other clients

##### Annexure – II

Sno	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)							

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

## 6. Particulars of works on hand from banks

**Annexure – III**

Sno	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 from the Bank
1)							
2)							
3)							
4)							
5)							
6)							
7)							

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.

## 7. Particulars of works on hand from other clients

**Annexure – IV**

Sno	Name of Work/Project executed with name & address of the	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)							

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.

## 8. Key personnel permanently employed

### ANNEXURE – V

Sno	Name	Designation	Qualification	Experience	Year s with the firm	Name of the project handle d costing over Rs 3 lakhs and above	Indicate special expertise e such as Advance Mgt. Tech. like CPM / PERT & Projects in which such technique s were employed	Any other information

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence.

## 9. Details of Infrastructure in Office

### ANNEXURE – VI

Sno	Items	Details	Numbers/Quantity
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 or technical nature		
9)	Any other		

Signature of the Applicant

## 10. Covering letter to Application

Date:

**The Zonal  
Manager,  
Nagpur  
Zone,  
Bank of  
Maharashtra,**

**Dear Sir,**

**Subject: Application for empanelment of Interior Decorators.**

We have read and examined all Eligibility Criteria, scope of work, technical, all terms and conditions of tender document. We understand the Eligibility Criteria and instructions to the applicants.

Our companies/firms is eligible as per the Eligibility Criteria fixed by the Bank for empanelment and all proof /evidence for the Eligibility Criteria is enclosed

We submit our application for Bank's consideration duly filled-in and complete in all respects according the Performa along with the enclosures as mentioned .

If our application is accepted, we will continue in the empanelled list of your bank.

We once again confirm that our company is eligible as the eligible criteria and all  
documents are enclosed as a evidence for proof.

Yours faithfully,

(Signature of

Authorized Official)

Name:

Designation:

Seal of the company

## **12. Check list for submission of Application**

**The applications are requested to submit the following three in a single cover.**

10. Covering letter as per the format given in the tender document
11. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do necessary authorization / Power of Attorney for signing the application should be attached. A copy of the
12. Application fee in the form of DD of RS 300/- favouring "Bank of Maharashtra, Zonal office, Sitabuldi ,Nagpur is to be attached)
13. Profile of the company / firm
14. Compliance of Eligibility Criteria of the company/firm as per the format given in the tender document with the following documents
15. Proof for having minimum 5 years experience in this field
16. Proof /Audited balance sheets showing Minimum Turnover
17. Proof of ISO 9001 certification, if your company have it
18. A Self declaration letter about the block listing: A Self declaration letter saying that your company is not block listed by any Govt/PSU/PSB i submitted
19. Any brochures/printed material of your company, if available
20. Index covering the page wise details

**Application Format for Architects:**

**Requirement & Scope/area of operation of empanelled Architect :-**

The Architect is required to provide all such services which are required for completion of project ,preparation of layout drawing designing for interior Decoration ,furniture ,electrical etc.The estimates for interior decoration ,electrical work ,final electrical load, requirement of A.Cs at the premises. Preparation of estimates documents, tender documents for engaging contractor for civil as well as electrical work etc etc.

Out of empanelled Architect the Architect for handling project of construction of 8000 sq ft building for Mahabank Rural Self Employed Training Center at Nagpur For which the work of preparation of plan ,Drawings layout , obtaining required permissions/ sanctions from various competent authorities for construction of building on the plot etc & all types of Architects duties for work for handling the construction of building in scheduled time will have to be performed .

**Desired requirements:**

Architects should be practicing architect in their respective fields with more than 5 years experience . A.so handled in past single project construction of building more than Rs.1.0 crores

Architect on panel of nationalized banks are preferred.

Architect should be based in Nagpur Architect should have successfully completed projects worth Rs. 50 Lac & more till date and Documentary evidence in support of this must be submitted

Category applied for \_\_\_\_\_

1. Name of the Firm/ Organization _____		_____	
Registered Office _____		_____	
Nagpur Office _____		_____	
Telephone No. _____		_____	
Fax No _____		_____	
E-mail _____		_____	
2. Year of Establishment _____		_____	
3. Status of the firm Whether company / firm / _____		_____	
4. Name and Qualification of Directors /Partners _____		Name	Designation and Qualification
Proprietor _____		_____	Mobile No _____
Minimum qualifications-B _____		_____	_____
Arch (First Class) _____		_____	_____
5. Whether registered with the Registrar of _____		_____	
a ) Companies /Registrar of Firms If so, mention _____		_____	
number & date (Also _____		_____	
enclose copy of Registration / Articles & _____		_____	
Memorandum of Association) _____		_____	
b.) Whether registered with _____		_____	
Indian Association of Architects/Council of _____		_____	
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 Bank; Name of Branch Phone Nos : Contact Person Phone No.:	
7	Satisfactory evidence to indicate financial capacity	Year	Turnover . Profit Rs. In lacs
		31.03.2013	
		31.03.2014	
		31.03.2015	
		31.03.2016prov	
		Certified copies of last 3 years B/S 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 of activities	Mention fields	(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 sheets.

Signature and Seal of the Applicant



**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 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

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 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

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 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: 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 - 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	Software/s used for planning, estimation, execution, supervision etc.		
6	Reference books used for estimates / site analysis etc		
7	Information		
8	Subscription to magazines, journals from institutes of technical nature		
	Any other		

Signature of the Applicant

## **Check list for submission of Application**

### **The applications are requested to submit the following three in a single cover.**

1. Covering letter as per the format given in the tender document
2. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to \_\_\_\_\_ so A copy of the necessary authorization / Power of Attorney for signing the application should be attached.
3. Application fee in the form of DD of RS 300/- favouring (Bank of Maharashtra, Sitabuldi Zonal office, Nagpur is to be attached)
4. Profile of the company / firm
5. Compliance of Eligibility Criteria of the company/firm as per the format given in the tender document with the following documents.
6. Proof for having minimum 5 years experience in this field
7. Proof /Audited balance sheets showing Minimum Turnover.
8. Proof of ISO 9001 certification, if your company have it
9. A Self declaration letter about the block listing: A Self declaration letter saying that your company is not block listed by any Govt/PSU/PSB i \_\_\_\_\_ submitted
10. Any brochures/printed material of your company if available
11. Index covering the page wise details

### Application Format for Air-conditioning Contractors/Suppliers

**Basic Scope of work:**

The scope of work of Air-conditioning Contractors / Vendors involves supply and installation & maintenance of Window ACs, Split ACs, Multi-split ACs, Ductable splits ACs, VRF systems of reputed companies and necessary cabling, conduits/pipes & ducting. The works shall also include executing AMC's for the respective works .

The air-conditioners unit suppliers or the manufacturers / suppliers of window units, split unit, ductable split VRF/centralized AC plants, package air-conditioners who are authorized dealers in Nagpur may also apply.

**Desired requirements:**

The Air-conditioning Contractors / Vendors must have minimum 5 years experience in the line/field.

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

The Air-conditioning Contractors / Vendors /Firm should be based in Nagpur. Firms empanelled with nationalized banks will be given preference. The Authorized dealers of AC manufactures with good standing, experience and reputation will be preferred

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

Applied for empanelment as AC Contractor or AC Supplier

Category applied for: \_\_\_\_\_

1	Name of the Firm/ Organization		
	Registered Office		
	Nagpur 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 and Qualification
			Mobile No.
5	Professional Qualifications.		
a	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		
c)	Whether Authorized dealers of AC manufacturer? If so attach copy of the Empanelled with BOM Nagpur		
d.)	If empanelled with other organizations such Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration if		
6	Name of the bankers	Name of Bank Name of Branch: Phone Nos Contact Person Phone No	
7	Satisfactory evidence to indicate financial capacity	Year	Turnover Profit Rs. In lacs
		31.03.2013	
		31.03.2014	
		31.03.2015	
		31.03.2016 prov.	
		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)		
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, o 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.		
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

**Annexure – I**

**PARTICULARS OF WORKS EXECUTED FOR BANKS as CLIENT**

SR. No.	Name of Work 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.
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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 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.
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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 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

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 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

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 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: 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 - 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	Softwares used for planning, estimation, execution, supervision etc		
7	Reference books used for estimates / rate analysis etc Information		
8	Subscription to magazines, journals from utilities of technical nature		

9 \_\_\_\_\_ Any other \_\_\_\_\_

**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 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 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 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.

Place:

Date:

Signature

Name & Designation

Seal of Organization