



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Bank of Maharashtra

"MAHABANK BHAVAN"

**C-3 N-1 TOWN CENTER CIDCO
AURANGABAD-431003**

Invites

Application for

**EMPANELMENT OF FURNITURE/
/ELECTRICAL/CCTV/ALARM SYSTEM /PRINTING
WORK/UPS & BATTERIES SUPPLIERS ETC**

EMPANELMENT OF CONTRACTORS

Bank of Maharashtra Zonal Office Aurangabad is in the process of empanelling contractors/suppliers in the field of Furniture work, Electrical work, CCTV, Alarm System, Printing work, UPS and Batteries suppliers.

Application forms are invited for empanelment from reputed contractors/suppliers having valid registration with CPWD/MES/PSUs/ Nationalised Banks/ Govt. Sector/IDRBT, in appropriate class.

Price of Tender Copy	500/-
Date of commencement of sale of tender document	21/01/2016
Queries to be mailed by	25/01/2016 up to 1 PM
Pre-Bid meeting with Bidders	25/01/2016 up to 4 PM
Last Date and Time for receipts of tender offers	30/01/2016 up to 3 PM

Pre Bid Meeting:

For the purpose of clarification of doubts of the bidders on issues related to this tender, Bank of Maharashtra intends to hold a Pre-Bid Meeting on the date and time as indicated above. The queries of ALL the bidders should reach us in writing or by email on or before 25/01/2016 up to 1 pm on email (gad_aur@mahabank.co.in/ritc_aur@mahabank.co.in).

Queries without the relevant details will not be taken up for response. It may be noted that no queries of any bidder shall be entertained received after the Pre-Bid Meeting. The clarifications and replies to the queries offered during the Pre-Bid Meeting will be made available on the Bank's Website. Only the authorized representatives of the bidders (maximum 2 persons) who have purchased the tender will be allowed to attend the Pre-Bid meeting.

Deputy Zonal Manager

Zonal office Aurangabad

Terms & Conditions:

Contractors / suppliers / professionals/vendors shall apply for empanelment in prescribed format. The tender document is also available on our website "www.bankofmaharashtra.in/tenders". The tender document available on the website is for information only in order to make aware of all the details of the tender for prospective bidders. This can be used for purpose of submitting the tender along with prescribed fee which is non refundable. Tender forms are also available at above mentioned address i.e. Bank of Maharashtra, MAHABANK BHAVAN C-3 N-1 Town Center CIDCO Aurangabad-431003.

1. Intending contractors/professional/Suppliers/vendors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma for considering their names for empanelment.
2. The Contractors/professional/Suppliers/vendors should have minimum three years of experience in the respective field. The contractors/professionals applying for electrical works should have valid electrical licenses issued by electrical inspectorate.
3. The contractors/professional/vendors who intend to apply for more than one category have to apply for each category separately using the same application form by paying requisite fee which is non refundable. Photocopies of the format can be used for the same.
4. Bank of Maharashtra shall approach the Contractor's/Professional's/vendor's clients, corporations, organizations, etc. to verify their general reputation / competence.
5. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.
6. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
7. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for the works in the lower category.
8. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
9. Information furnished to Bank will be kept as strictly confidential.

10. Decision of Bank of Maharashtra regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by separately.
11. Intending contractors are requested to read the proforma carefully before filling the particulars.
12. Incomplete applications will not be considered.
13. Information / details furnished by selected Contractors / suppliers / professionals/ vendors, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the empanelment of Contractors / suppliers / professionals/vendors can be cancelled immediately.
14. Where copies of documents are required to be furnished, these should be certified copies.
15. Cost of the application form is Rs.500.00 which is not refundable & to be paid by way of Pay Order / Demand Draft favouring Bank of Maharashtra payable at Aurangabad.
16. Application form is not transferable.
17. Empanelment of the firm will be valid only for 3 years, if selected.
18. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
19. 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.
20. To assist in the scrutiny, evaluation and comparison of offers, Bank of Maharashtra may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing
21. Bank of Maharashtra shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason whatsoever. Bank of Maharashtra reserves the right to make any changes in the terms and conditions of purchase order/tender document. Bank of Maharashtra will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

22. Completed empanelment document shall be submitted up to 3.00 pm on or before 30 January 2015 to the Deputy Zonal Manager, Bank of Maharashtra, MAHABANK BHAVAN C-3 N-1 Town Center Aurangabad-431003. The application shall not be accepted by post / courier. Each application/form must accompany Pay Order / Demand Draft favouring Bank of Maharashtra payable at Aurangabad for Rs.500/-.
23. It is necessary that Contractors / suppliers / professionals/vendors must have office at Aurangabad.
24. Bank reserves the right to de-panel of any discrepancy observed in the services during the empanelment period.

Scrutiny of offers:

Bank of Maharashtra will scrutinize the eligibility of the bidders as per “qualification criteria” mentioned in the tender document and based on the necessary documents submitted. Only those bidders who qualify in qualification criteria will be short listed for empanelment.

BIO – DATA OF CONTRACTING AGENCY

1. Name of the firm :
- 1 a) Address (Head Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 1 b) Address (Head Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 2.a) Whether proprietary/partnership/ Pvt. Ltd. / Public Ltd. (certificate of registration to be enclosed as Annexure-I). :
- b) Name of the Proprietor, Partners, Directors :
- I)
- II)
- c) Year of establishment :
3. Registration with Tax Authorities :
- i) Income-tax (PAN) No. :
- ii) Service tax no. :
- iii) EPF Reg. No. :
- iv) ESI Reg. No. :
- v) TIN / VAT No. :
- vi) WCT Reg. No. :

(copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D & II-E)

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

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

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

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

Name of the Organization	Year since empanelled

- 7 Give details if at present involved in litigation in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

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

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

26. Turnover in last 3 years:

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

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

27. List of equipments / machinery owned:

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

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

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Furniture work / Furnishing work of all types including modular furniture.	
3	Electrical work	
4	Fire safety – Installation & servicing, fire alarm, smoke detectors, CC TV, Security Alarm etc.	
5	Printing work	
6	Supply Install & Maintenance of UPS & Batteries	

QUALIFICATION CRITERIA:

Sr. No.	Qualification Criteria for Group 1 to 5	Submitted	Write
1	Certificate of Incorporation		
2	Average turnover for the last three years shall be minimum Rs 25 Lacs		
3	Should have made profit for at least two years during the last three years.		
4	Minimum Experience in the respective field		
5	The firm must have full set-up of office in Aurangabad		
6	Necessary Certificates for executing orders of minimum Rs 25 Lacs during each of last 3 years		
7	Satisfactory Services certificate from clients		
8	Self-declaration for being Not blacklisted		

Qualification Criteria for Supply of UPS & Batteries:

Sl.	Short Description of Eligibility Criteria	Submitted Yes/No	Write figures wherever required
1	Certificate of Incorporation		
2	Balance Sheets – 2012-13 2013-14 2014-15		Turnover :Rs in Lakhs)
3	Profit figure 2012-13 2013-14 2014-15		Profit: (Rs in Lakhs)
5	List of Support Centres		
6	Average Turnover of last 3 years shall be 50 Lacs		
7	Necessary Certificates for executing orders of minimum 50 Lacs during each of last 3 years		
8	Satisfactory Services certificate from clients		
9	Authorised Supplier/Dealer/sub dealer of Exide Tubular Batteries. Necessary certificate shall be enclosed		
10	UPS manufacturer shall be ISO 9001/9001:2008 certified. Necessary certificate shall be enclosed		
10	Self-declaration for being Not blacklisted		
11	Dedicated Technical Engineer for Support at Aurangabad		
12	Compliance Agreement		
13	MAF (Manufacturers Authorization form)		

18. LIST OF ENCLOSURES:

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

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

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION.

COMPLIANCE AGREEMENT for UPS & Batteries Suppliers to be submitted by Bidder:

We communicate our unconditional acceptance to the following terms and conditions of the tender of Empanelment.

1. We acknowledge that we have received, read, understood and agreed to all terms and conditions in the Tender Document for the supply of UPS & Batteries.
2. We agree that we cannot change Price or Quantity or Quality or Delivery terms or Technology & Service levels (or any other terms that impact the price) post the bid event without prior consent of BANK OF MAHARASHTRA.
3. We agree that we are deemed to have accepted the all rules on participation at the bid. BANK OF MAHARASHTRA will make every effort to make the bid process transparent. However, the award decision by BANK OF MAHARASHTRA would be final and binding on us.
4. We agree not to divulge either our bids or those of other suppliers to any other external party.
5. We agree to non-disclosure of trade information regarding the purchase, part specifications, and identity of BANK OF MAHARASHTRA, bid process, bid technology, bid documentation and bid details. BANK OF MAHARASHTRA TENDER documents remain the property of BANK OF MAHARASHTRA and all suppliers are required to return these documents to BANK OF MAHARASHTRA upon request.
6. BANK OF MAHARASHTRA's decision will be final and binding on us and would be based on Strategic Sourcing Evaluation, Current Service Performance and Actual Compliance of Agreed Specifications.
7. Splitting of the award decision over a number of suppliers or parts or over time (as in the case of staggered deliveries) will be at BANK OF MAHARASHTRA's discretion.
8. Bids once made cannot be withdrawn or modified under any circumstances. The decision of BANK OF MAHARASHTRA would be final and binding on all bidders.
9. BANK OF MAHARASHTRA has the right to decide to extend, reschedule, and cancel the Tender process at any point of time.
10. Please note that BANK OF MAHARASHTRA may consider debarring a supplier in the event the supplier violates terms and conditions mentioned in this compliance agreement.
11. We have read the BANK OF MAHARASHTRA technical specifications & drawings for various products in detail & have agreed to comply with Quality, Technology & Service expectations.
12. Product specifications offered in technical bid will remain unchanged. No diversification / substitution of products will be entertained.
13. If successful, we are agreed to provide uninterrupted service for next 6 years. There will not be any deny of service due to AMC contract renewal, payment, etc. Except any communication received from Bank of Maharashtra regarding discontinuation of services.

We agree to have read and understood the Compliance Agreement in its entirety and agree to abide by this Statement.

Name:
Designation:
Organization:

Stamp:
Place:

Signature:

MAF (Manufacturers Authorization Form) for UPS & Batteries Suppliers

Dear Sir,

Tender Reference No.

We _____ who are established and reputable manufactures of _____ having factories at _____ and _____ do hereby authorize M/s (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We confirm that our company (as a single unit, not the group) has had a turnover exceeding Rs 50 Lacs in last three financial years (i.e. 2014-15, 2013-14 and 2012-13). We also confirm that in each of these three financial years, our company has made a profit.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,
(Name)

for and on behalf of

M/s _____
(Name of manufactures)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.