



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

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

Invites
Application for

EMPANELMENT OF BIDDER FOR PROVIDING PHOTOCOPIER MACHINE ON
RENTAL BASIS.

Date of issue: 07.01.2020

Last Date of Submission: 23.01.2020 (upto 4.00 pm)

BANK OF MAHARASHTRA

Prequalification for Empanelment of Bidders

Bank of Maharashtra proposes to empanel the Bidders for providing photocopier machine on rental basis to the various locations in Pune. The centres would be located in different places in Pune.

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

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

Bank at its discretion shall verify the offices of the applicants. The Bidders are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Number of employees, Experience etc as indicated in the application format given in Bank's website.

The Bidders, who fulfill the above criteria, may download the application Form, from Bank of Maharashtra **website www.bankofmaharashtra.in under Notices - Tenders**. The application forms duly completed in all respects giving the aforesaid information are required to be addressed to the officer as indicated below **including two sealed cover one for Technical Bid & other for financial bid** super scribing in the top left hand corner of the cover as **"Application for Empanelment of Bidders for providing photocopier machine on rental basis in Pune"** and to be submitted for the purpose on or before **23rd January 2020 by 4:00 pm** at the following address:

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

The sealed cover should necessarily be submitted at aforesaid Dept. only. Bank reserves the right to reject any or all the applications without assigning any reasons thereto and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason thereto. This tender document is not transferable. Only the bidder, who purchased this tender is entitled to quote.

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

TERMS AND CONDITIONS OF EMPANELMENT OF Bidders

Bank of Maharashtra is in the process of Empanelment of Bidders for supply of photocopier machine on Rental basis at different centers in Pune .

Application forms are invited for empanelment from reputed Bidders etc. having valid registration & presently providing similar services with PSUs/ Nationalized Banks/ Govt. Sector/State PWD, and reputed Private Institutions .

Bidders shall apply for empanelment in prescribed format. The tender document is available on our website "www.bankofmaharashtra.in" under notices Tenders. The interested applicant shall download the tender and submit their application as per the eligibility. Applicant has to submit the empanelment form along with **prescribed fee of Rs.500.00** which is non-refundable. No hard copy will be issued in any case.

1. Intending Bidders are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Performa for considering their names for empanelment.
2. The Bidders should have minimum experience of three years in the respective field. The Bidders applying for supply of photocopier machine on rental basis should have valid trade licenses issued by any Govt authority or Dept.
3. The Bidders who intend to apply the application form by paying requisite fee for application is non-refundable.
4. Bank of Maharashtra may approach the Bidder's clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
5. Selection of bidder 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. If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper. Information furnished to Bank will be kept as strictly confidential.
8. Decision of Bank of Maharashtra regarding selection of Bidders for empanelment will be final and binding and no further correspondence will be entertained. Bidders empanelled will be informed separately.
9. Intending bidders are requested to read the Performa carefully before filling the particulars.
10. Incomplete applications will not be considered.
11. Information / details furnished by selected bidders, 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 bidders can be cancelled immediately.

12. Cost of the application form is Rs.500.00 which is not refundable & to be paid by way of Demand Draft favouring “Bank of Maharashtra” payable at PUNE.
13. Application form is not transferable.
14. Empanelment of the firm, if selected, will be valid only for 2 years and extendable for further period of 01 year subject to satisfactory performance of the Bidders.
15. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
16. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
17. Completed empanelment document shall be submitted in person up to **4.00 pm** on or before **23.01.2020** to the Asstt. Gen. Manager, Bank of Maharashtra, 1st floor, Corporate Services Department, Lokmangal, 1501, Shivajinagar, Pune 411005. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs.500/- favouring Bank of Maharashtra and payable at PUNE. The application form submitted at any other Dept. or dropped in any box and if not received within stipulated time will be summarily rejected.
18. It is necessary that bidders must have office at Pune or a full-fledged branch office at Pune if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Pune.
19. The successful applicant/s will have to execute separate agreement with Bank & all the costs and applicable stamp duties will have to be borne by the applicant.
20. In case of major or minor breakdown, the Engineer of the company will attend the work within 2 hours of the call & the equipment is under repair & not for attaining beyond 4 hours, a standby arrangement of the equipment is to be done by the company.
21. If company fails to make standby arrangement as stated above and the work of the user is hampered beyond 4 hours for any reason, the proportionate rent for number of days of default will be deducted from the bill amount. Till the company provides the equipment or take necessary action in restoring the machine to working condition, the user has got right to deduct proportionate rent for number of days of default and penalty of Rs. 100 per day from the monthly bill payable, without prejudice to the right of the Bank to terminate the contract.
22. If the incidents of breakdown of the equipment occurs more than thrice a month, the company has to replace the equipment otherwise the user can terminate the contract by giving one month notice.
23. The life duty of machine is 9 lakh copies & the equipment takes out this much copies before completion of lease period/rental the company has to replace the machine by new one.

24. The bidders should quote the charges in the following format

Printer Name	
Model	
Capacity of Printer per month	
Rental charges per machine(inclusive of expenses towards repairs, services,consumables or maintenance of the equipment)	
Free copies per machine	
Per copy service charges (a)A4-Black print (b)A3-Black Print	

25. The photocopier machines to be supplied be enabled with following feature

- I) Scan the file
- li)Back to back printing/copying
- lii) Copying /Printing capacity of machine of paper size A3-A6
- IV) Machine should have Network printer & network Colour scanner
- v) Machine should be digital multifunctional
- vi) Paper feeding capacity of machine should be 02 paper cassettes.

26. Arbitration:

26.1All disputes of differences of any kind whatsoever which shall at time arise between the parties hereto touching or concerning the providing services or the execution thereof this contract or effect thereto or the rights or liabilities of the parties or arising out of or in relation thereof whether during or after determination for closure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to the Appointing Authority who shall be appointed for the purpose by the Bank be referred for adjudication to a sole Arbitrator to be appointed as herein after provided.

26.2If the dispute is not redressed within 30 days from the date of reference by a party, the parties may appoint an Arbitrator on mutual consent and if a single Arbitrator cannot be appointed on mutual consent, then each party may appoint an Arbitrator who in turn may appoint a third and the dispute may be resolved by the Arbitrators appointed as per provisions of Arbitration and Conciliation Act. The Award of the Arbitration shall be final and binding on both the parties.

26.3If the Arbitrator so appointed is unable or unwilling to act, resigns to appointment or vacates his office due to any reasons whatsoever another sole Arbitrator shall be appointed as aforesaid.

26.4The work under the contract shall, however, continue during the arbitrator proceedings and no payment due or payable to the contractor shall be within on account of such proceedings.

26.5The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

26.6 The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.

26.7 The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of arbitration shall be such a place as may be fixed by the Arbitrator in his sole discretion. Arbitration proceedings shall be conducted in Pune. Language shall be in English.

26.8 The fees, if any of the Arbitrator shall, if required to be paid before the award is made and published, be paid half by each parties. The costs of the reference and of the award including the fees, if any, of the Arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be paid. The place of arbitration shall be Pune.

26.9 The award of the Arbitration shall be final and binding on both the parties.

26.10 Subject to aforesaid the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceedings under this clause.

27. It is also a term of the contract that if bidders(s) do/does not make any demand for arbitration in respect of any claim(s) within 90 days of receiving intimation from the Bank that the bill after due verification is passed for payment of a lesser amount, or otherwise, the bidders's right under this agreement to refer to arbitration shall be deemed to have been forfeited and the Banks shall be relieved and discharge of their liability under this agreement in respect of such claim(s). Further, it is agreed that for the purpose of this clause, such notice is deemed to have been received by the bidders(s) within 2 days of posting of the letter by the Bank or when delivered by hand immediately after receipt thereof by the bidder(s) whichever is earlier. Further, a letter signed by the officials of the Bank that letter was so posted to the bidder(s) shall be conclusive.

28. Governing Laws:

This agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Pune shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

29. Termination:

If bidder fails to provide the machine within 07 days from the receiving the work order then bank may terminate the contract and EMD amount along with performance security deposit will be forfeited.

I / We hereby declare that I/We have read and understood the terms and conditions and that we shall abide by them if the work is awarded to us.

Date:

Seal & Signature of Tenderer

BIO-DATA OF AGENCY

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

1 b) Address (Local Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

2.a) Whether proprietary/partnership/
Pvt. Ltd. / Public Ltd. (certificate
of registration to be enclosed as
Annexure-I). :

b) Name of the Proprietor, Partners, Directors

I)

II)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) G S T No. :

iii) EPF Reg. No. :

iv) ESI Reg. No. :

v) TIN / VAT No. :

vi) WCT Reg. No. :

(copies of certificates of registration with relevant authorities to be enclosed as in Annexure-II)

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) 2016-17, 2017-18, 2018-19 : Enclosed / Not enclosed

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

Name of the Organization	Year since empanelled

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

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

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

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

10. Details of photocopier machine provided on rental basis during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commence and completion	If work left incomplete or terminated (give reasons)

11.Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

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

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

13. Turnover in last 3 years:

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

(Copies of income-tax returns /assessment orders for each year to be enclosed as Annexure VIII)

14. List of equipments / machinery owned:

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

15.Supply of photocopier machine on rental basis.

[For Authorised Vendors/ Dealers only]

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Supply of photocopier machine on rental basis [Manufactures/Authorised dealers/Vendors only]	

**16. PRE-QUALIFICATION CRITERIA:
(For supplies of Photocopier Machine on Rental Basis)**

Sr. No.	Criteria	Weightages	Self-rating marks
1	Firm in business for 05 years & above	30	
	Firm in business between 03 years & 05 years.	20	
	Firm in business for less than 03 years	10	
2	Average turnover for the last three years Over Rs.10.00 lacs	20	
	Between Rs.5 lacs & Rs.10 lacs.	10	
	Less than Rs.5 lacs.	05	
3	The firm must have full set-up of office in Pune	20	
4	Work experience for supplying photocopier machine on rental basis: (a) More than 03 PSU/Govt. Offices/Semi-Govt.Bodies etc	20	
	(b) Between 02 to 03 PSU/Govt. Offices/Semi-Govt Bodies etc	10	
	(c) Less than 02 PSU/Govt. Offices /Semi-Govt. Bodies etc	05	
5	Firm having own experienced technician	10	

Authorised bidders scoring 75 marks & above will only be considered for pre-qualification & they themselves will have to fill in marks for self-rating as stated in the above table. Bank may, at its discretion, consider empanelment, even if some of the enclosures could not be submitted by the dealers.

17. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
II	Certificates of registration with Income Tax, GST, EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IV	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.	
VIII	Copies of income-tax returns / assessment orders for previous 05 years.	
IX	Pre Contract Integrity Pact	
X	Financial Bid	

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

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION.

Annexure-X (Financial Bid)

From

To

The Asstt.General Manager
BANK OF MAHARASHTRA
Corporate Services
'Lokmangal' Head Office
Shivajinagar Pune-411005.

Dear Sir,

SUB : Empanelment of Bidder for Providing Photocopier Machine On Rental Basis

Ref : Your enquiry No. Notices Tender dt. 07.01.2020.

In response to your above enquiry, we hereby submit our offers as under for providing photocopier machine on Rental Basis.

Printer Name	
Model	
Capacity of Printer per month	
Rental charges per machine(inclusive of expenses towards repairs, services,consumables or maintenance of the equipment)	
Free copies per machine	
Per copy service charges (a)A4-Black print (b)A3-Black Print	

Seal

SIGNATURE OF THE BIDDER