



बँक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

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

Invites
Application for

**EMPANELMENT OF VENDORS FOR SUPPLY OF STATIONERY, COPIER PAPER &
HOUSEKEEPING MATERIAL.**

TENDER NO. AX1/CSD/TENDER/STN-HSG/02/2022-23

Date of issue: 01/09/2022

Last Date of Submission: 15/09/2022 (11:00AM)

Venue : 1501 "Lokmangal" Bank of Maharashtra Shivajinagar Pune-5.

1. Tender Notice

Subject: EMPANELMENT OF VENDORS FOR THE SUPPLY OF STATIONERY, COPIER PAPER & HOUSEKEEPING MATERIAL.

Bank of Maharashtra proposes to empanel Vendors for the supply of General / Table Stationery items, Copier Paper and Housekeeping Material at Bank of Maharashtra having its head office at 1501, Lokmangal, Shivajinagar, Pune – 05 and other places at Pune City.

The supply location would be head office, Lokmangal and different locations in Pune where bank's Offices / premises are located.

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 Vendors 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/godown/ supply depot of the applicants. The Vendors 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 Vendors, who fulfil 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 and should be **enclosed in a sealed cover** super scribing in the top left hand corner of the cover as "**Application for Prequalification for Empanelment of vendor for the supply of Stationery, Copier Paper and House Keeping Material in Pune**" and to be submitted for the purpose on or before **15.09.2022 by 11:00 AM** at the following address:

Chief Manager (Corporate Services)
Bank of Maharashtra, Corporate Services Dept, 1st Floor,
Lokmangal, 1501, Shivajinagar, Pune -05.

The sealed cover should necessarily be submitted at aforesaid Department 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.

Sd/-
Chief Manager
Corporate Services Dept.
Head Office Pune

TERMS AND CONDITIONS OF EMPANELMENT OF VENDORS

Bank of Maharashtra is in the process of Empanelment of Vendors for the supply of General Stationery items, Copier Papers and Housekeeping Material. Application forms are invited from reputed suppliers having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector/State PWD, and reputed Private Institutions in appropriate class.

Vendors / Suppliers 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 tender along with **prescribed fee of Rs.500.00** which is non-refundable. No hard copy will be issued in any case. (Tender fee is waived for MSME registered supplier / vendor. The registration certificate should be attached along with tender document).

1. Intending Vendors / Suppliers 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 Vendors / Suppliers should have minimum five years of experience in the respective field.
3. The Vendors / Suppliers 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 for each application which is non-refundable. The applicant shall note that the information relevant to the category under which they want to apply shall be applicable and same shall be filled correctly. Where ever information is not relevant to the category, shall be written as Not-applicable.
4. Bank of Maharashtra may approach the vendor's clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
5. Selection of Vendors will be based on the ability and proven 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, Vendor empanelled in higher category shall be eligible for the works in the lower category also.
8. 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.
9. Decision of Bank of Maharashtra regarding selection of Vendors for empanelment will be final and binding and no further correspondence will be entertained. Vendors / Suppliers empanelled will be informed separately.
10. Intending Vendors / Suppliers are requested to read the Performa carefully before filling the particulars.
11. Incomplete applications will not be considered.

12. Information / details furnished by selected Vendors / Suppliers, 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 Vendors / Suppliers can be cancelled immediately and will be blacklisted for period of 03 years for participation in any tender.
13. Wherever required, only certified copies should be submitted. Purchase order copy without invoice will not be considered as a proof of the supply. The purchase order / invoice submitted by sub Vendor or obtained from other vendors will be not be considered valid.
14. 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.
15. Application form and application fee is not transferable.
16. Empanelment of the firm, if selected, will be valid only for 2 years and extendable further period of 01 year subject to satisfactory performance of the Vendor.
17. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
18. 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.
19. Completed empanelment document shall be submitted in person up to **11:00 AM 15.09.2022** to the Chief Manager (Corporate Services), 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.
20. It is necessary that Vendors / Suppliers must have office at Pune or a full-fledged branch office at Pune if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Pune. If Vendors / Suppliers doesn't have office/branch office at Pune, they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.

3. 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 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. 2019-20, 2020-21, 2021-22 : 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.

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

10. Specify maximum value of single value project executed/ Supply to single institute during the last 03 years. :

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

12. Details of work executed / Institution where Material supplied during the last 5 years:

Type of work	Work executed for (name of the Institution where material supplied)	Nature of work / Material Supplied (in brief)	Location	Value Rs.

Note: Copies of work orders along with photocopies of relevant TDS certificate, satisfactory Completion Certificate / Experience Certificate obtained from the client shall be enclosed as Annexure VI. Please note that without the copies of certificates, your application is liable to be rejected.

13. 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

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

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

15. 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-A,B,C,D& E)

16. List of General Stationery Items, Copier Paper and Housekeeping Items:

Sr. No.	Name of Items	Make (Mode)	Nos. available
To be attached in separate annexure.			

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

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Vendors / Suppliers – (Annual Turnover in) Category A - above Rs.1.00 Crore Category B - above Rs.50.00 Lakh and up to Rs. 1.00 Crore Category C – above Rs.25.00 Lakh to up to Rs. 50.00 Lakh	

B. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightages	Self-rating marks
1	For Vendors / Suppliers - Should have executed one similar work / Supplied the materials of 80% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed two similar works / Supplied the materials of 50% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed three similar works / Supplied the materials of 40% of the value indicated for the category for which registration is sought during last 3 years	30	
2	For Vendors / Suppliers Average turnover for the last two years shall be Category A - above Rs.1.00 Crore Category B - above Rs.50.00 Lakh and up to Rs. 1.00 Crore Category C – above Rs.25.00 Lakh to up to Rs. 50.00 Lakh	20	
3.	Should have made profit during last two years	15	
	Empanelment in Govt/Semi Govt/PSU/PSB organizations:	15	
6	(The firm must have full set-up of office in Pune or Branch office in Pune. <i>If they don't have then marks allotted will be Zero.</i>	10	
7.	Should be authorised dealer / stockist of reputed brands	10	
TOTAL		100	

NOTE: Applicant shall mention self-rating for those category which are applicable. Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Vendors/professional/vendors scoring 75 marks & above will only be considered for pre-qualification & **they themselves will have to fill in marks for self-rating as stated in the above table. However, Bank will finalized the marks based on submitted documents & credentials.**

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.	
III	Solvency Certificate.	
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 Performa and I / We understand that if any false information is detected at a later date, future contract if any made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in selection of Vendor 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.
6. I / We will enrol on GeM Portal for the supply of material.
7. I / We do not have any relationship with executives / officers of the Bank. If any such relationship exists, it will be disclosed while submitting the tender document.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION.



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Bank of Maharashtra, Corporate Service Dept. Lokmangal" 1501 Shivajinagar Pune 411005 invites application for Empanelment of **Vendors / Suppliers for the supply of Stationery and Housekeeping Material**. All other details including application form are available on our website : www.bankofmaharashtra.in/tenders. Application Forms can be download from Bank of Maharashtra website from. Bank reserves the right to reject any/all applications without assigning any reason whatsoever. Last date of submission of application form is **15.09.2022** by 11:00AM. Applications without requisite fees or applications which are incomplete/unsigned will not be accepted

PUNE

Chief Manager, Corporate Services