

BANK OF MAHARASHTRA
KOLHAPUR ZONE



APPLICATION
FOR EMPANELMENT OF
PAPER/STATIONARY SUPPLIERS,
PRINTING AGENCIES, PEST CONTROL
AGENCIES, DIGITAL/NON DIGITAL
SIGNAGE BOARD
VENDORS/MAINTENANCE AGENCIES
AND ELECTRICAL AUDITORS

AT
KOLHAPUR ZONAL OFFICE,
517/A/1, "MAHABANK BUILDING",
KAWALA NAKA, KOLHAPUR- 416001

INDEX

Topic	Page No.
Empanelment Notice	3
Terms and conditions	4,5
Covering Letter	6
Common Application Form for all categories	7, 8
Additional Application form for General Printers	9 to 11
Proforma 1 & 2 for particulars of works executed	12
Proforma 3 & 4 for particulars of works on Hand	13
Proforma 5 & 6 for particulars of Key personnel employed and Infrastructure	14
Declaration	15



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
One Family One Bank

KOLHAPUR ZONE
Mahabank Bldg., Kawla Naka,
Kolhapur.
Ph./0231-2533414//2533454(fax)
e-mail – gad_kol@mahabank.co.in

Ax13/GAD/Empanelment/2014-15

Date: 01.08.2014

Notice for Empanelment of PAPER/STATIONARY SUPPLIERS, PRINTING AGENCIES, PEST CONTROL AGENCIES, DIGITAL/NON DIGITAL SIGNAGE BOARD VENDORS/MAINTENANCE AGENCIES AND ELECTRICAL AUDITORS

Applications in prescribed format are invited for empanelment of suppliers of below mentioned goods and services.

- 1) General Printers
- 2) Supply of printing paper with or without Bank's logo.
- 3) All types of table stationery, office stationery items.
- 4) Manufacturers of plastic files, box files, folders, envelopes etc.
- 5) Manufacturer/Suppliers of all types of preprinted envelopes.
- 6) Pest control Agencies
- 7) Digital/Non Digital Signage Board Vendors/Maintenance Agencies
- 8) Electrical Auditors

at Bank of Maharashtra, Mahabank Bldg., Kawla Naka, Kolhapur-416001

Applicants must have sound financial status and experience in the respective line of business. The supplier/agency should have at least 5 years of experience in supplying the goods/services to any of the financial institutions, Bank, insurance offices, govt. offices etc.

A minimum expected sale for the year ended 2013-14 in each category is given as under. Establishments with less than the minimum sales and experience need not apply.

- i) Category 3, 4,5,6,7,8 - Rs 5.00 lacs.
- ii) Category 1,2 - Rs 15.00 lacs

Applications with inadequate experience are liable for rejection. Suppliers /agencies who are currently on the bank's panel may apply afresh for empanelment. Details are also available on our web site www.bankofmaharashtra.in

- 1) Last date for collecting the Forms: On any working day up to 23.08.2014 till 12.30 p.m.
- 2) Last date for Submission of the Forms: On any working day up to 23.08.2014 till 2.00 p.m.
- 3) Place of collection and submission of forms: GAD, Bank of Maharashtra Zonal Office, 517/A/1, Mahabank Bldg., Kawla Naka, Kolhapur-416001.

Application received after the last date and time of submission are liable for rejection. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof. Empanelment does not confer any right on any of the suppliers of goods and services to receive invitation to bid for works at a later date.

Zonal Manager
Kolhapur Zone

Terms and conditions

- 1) Sealed applications in prescribed form are invited up to 23rd August 2014 till 2.00 p.m. for empanelment of suppliers/agencies for inviting limited tenders from them for purchase of material/availing services such as Office Stationery, Paper, Printing and other miscellaneous articles. Incomplete applications will be rejected without further reference.
- 2) The applicants should specifically mention the items for which they require empanelment. In future, whenever there is requirement for purchase of items or for any service, the Notice Inviting Tender may be sent to the empanelled vendors at their registered address or on e-mail address. However, empanelment does not confer any right on any of the suppliers of goods and services to receive invitation to Bid for works at a later date.
- 3) The empanelled vendors shall be required to submit Tenders as per the terms and conditions laid down in the particular Notice inviting Tender.
- 4) The Bank reserves the right to empanel any vendor and to cancel the empanelment of any vendor at any time, without giving any notice and without giving any reason.
- 5) Submission of the application does not confer any right on any applicant for empanelment.
- 6) The decision of the Bank on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
- 7) Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender.
- 8) Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
- 9) The application form can be obtained from GAD, Bank of Maharashtra, Kolhapur Zonal office, 517/A/1, Kawala Naka, Kolhapur-416001 or downloaded from the Website of the Bank of Maharashtra (www.bankofmaharashtra.in). If empanelment is sought for more than one category then separate application must be submitted for each category.
- 10) The Bank reserves the right to purchase any item/avail any service from any vendor who is not empanelled with it.
- 11) Information called for against each item should be furnished in full.
- 12) Latest Income Tax Assessment Order, Sales-Tax Assessment Certificate, Balance sheet, P/L a/c about the performance of the firm for last 3 years should be forwarded along with this application.
- 13) Details of the experience in the field of supply of stationery, paper, work of printing, etc.(Please enclose certificate/s from the institutions/ Depts. on the Performance of the firm with reference to promptness of supply and adherence to specified quality/ quantity etc.).
- 14) Details of such contracts undertaken in the past, Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued shall be furnished.
- 15) In most of the cases paper of the job work is supplied by bank. Security arrangements, Godown & other infrastructure facilities for storage of paper, vehicles etc. should be ensured. In future if your rates of printing are found competitive then before accepting the printing order you might have to give Bank Guarantee of any scheduled bank in our favour to the extent of value of the paper stock.

- 16) The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/ permissions required for supply of stationery items, paper, printing work and other related works as mentioned in advertisement at Kolhapur Zonal Office from the concerned Govt. Departments/Authorities/ Municipal Offices in case his bid is successful.
- 17) Details of registration as per the shop and establishment Act shall be furnished.
- 18) Details of registration with KMC to run the shop/printing press etc shall be furnished.
- 19) Details of registration with Tax authorities (including LBT) shall be furnished.

COVERING LETTER

Date

To,

The Zonal Manager,
Bank of Maharashtra,
Kolhapur Zone,
517/A/1, "Mahabank Building"
Kawala Naka, Kolhapur 416001.

Sub: Empanelment of Paper/Stationary Suppliers, Printing Agencies, Pest Control Agencies, Digital/Non Digital Signage Board Vendors/Maintenance Agencies and Electrical Auditors.

Ref: Empanelment Notice Published in Daily News paper on _____

In response to the above notice, I/We hereby submit my / our application in the required format. I/We have adhered to the requirements prescribed by the Bank. I/We have carefully gone through the guidelines/ terms and conditions and prescribed format carefully and I/We accept the same without any alterations/ modifications. We are also aware that the bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Yours faithfully,

Signature& Seal of Contractor

COMMON APPLICATION FOR ALL CATEGORIES

To

Zonal Manager
Bank of Maharashtra
Kolhapur Zone
517/A/1, Mahabank Building
Kawala Naka,
Kolhapur- 416001

Sub.: Empanelment form for empanelment as Paper/Stationary Suppliers, Printing Agencies, Pest Control Agencies, Digital/Non Digital Signage Board Vendors/Maintenance Agencies and Electrical Auditors in the panel of Bank of Maharashtra Zonal Office, Kolhapur.

We submit following details.

Sr. No	Particulars	Details			Tick Mark
1	Category	Empanelment of General Printers			
		Supply of Printing Paper with or without Bank's logo			
		Suppliers of table stationery/office stationery items			
		Manufacturers of plastic files, box files, folders, envelopes etc.			
		Manufacturer/Suppliers of all types of preprinted envelopes			
		Pest Control Agencies			
		Digital/Non Digital Signage Board Vendors/Maintenance Agencies			
		Electrical Auditors			
2	Name/ Address & Telephone No. of the Applicant/Firm				
3	Permanent Account Number (PAN)/ TIN allotted under Income Tax Act				
4	Registration No. under CST/VAT/MVAT/LBT (Attach Photocopies)				
5	Sales (Rs. in lacs) for past 3 years	2011-12	2012-13	2013-14	
6	Name and address of the Bank with which the applicant/firm maintains account	Name: Address: Type of Account: SB/CA/CC A/c No.: IFSC Code:			
7	Whether the applicant/firm				

	has earlier been on Bank's panel. Specify the category and period of empanelment	
8	Addresses of government departments/ Banks/ Financial Institutions/ Public Sector company with which the applicant is Registered/empanelled as supplier/printer (please enclose certificates from the institutions/ deptts. Wherein specific comments on the performance of the firm with reference to promptness of supply and adherence to specified quality/quantity etc are given)	

We accept the terms and conditions and enclose the documents that are required as under:--

- 1) Copies of latest Income Tax Assessment Order, Sales-Tax Assessment order, Balance sheet, P/L a/c regarding the performance of the firm (in respect of last 3 years in case of category 1, 2, 3, 4, 5, 6, 7 should be forwarded along with this form) for last 3 years.
- 2) Details of contracts undertaken in the past, Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued.
- 3) Details of registration as per the shop and establishment Act.
- 4) Details of registration with KMC to run the shop/printing press etc.
- 5) Details of registration with Tax Authorities (including LBT).

Seal & Signature of the Proprietor/
Authorized Person and name(s)

**Additional Application form for empanelment as General Printer
(To be filled up by General Printers Only)**

Zonal Manager
Bank of Maharashtra
Kolhapur Zone
517/A/1, "Mahabank Building",
Kawala Naka, Kolhapur- 416001

Dear Sir,

Sub: Empanelment of our Unit as a General Printer.

We furnish following information of our company.

S.No.	Particulars	Details		
1	Name of the Unit			
2	Constitution			
3	Name of the Business Group			
4	Registration Number (As given by DIC/Directorate of Industries)			
5	Date of Incorporation			
6	Business Address (with phone number)			
7	Registered Office (with phone number)			
8	Administrative Office (with phone number)			
9	Factory Address (with phone number)			
10	Past Three yrs performance Turnover in lacs	2011-12	2012-13	2013-14
11	Orders executed	2011-12	2012-13	2013-14
	No. of Orders			
	Amount in lacs			
	TOTAL			
12	Name and Address of Bankers with particulars of credit facilities			
13	Important Financial Parameters for past 3 years	2011-12	2012-13	2013-14
	a) Capital			
	b) Gross Profit			
	c) Net Profit			
	d) Current Ratio			
	e) Sales/NP			
	f) Capital/Turnover			
	g) Dividend			
14	Particulars of existing Key Technical & Executive Staff	Please attach separate sheet by giving details such as Name, Designation, Qualification, Experience, Functional Duties		

		etc.	
15	Year / Number of Experience in Printing		
16	Manufacturing process in brief (Technical process, whether it is continuous process, stage wise capacity data, yield /conversion data, material flow etc.)		
17	Staff	Present	Proposed
	Executives		
	Supervisory		
	Administrative/Office Staff		
	Skilled Labour		
	Unskilled labour		
	Total		
18	Number of working days in a month		
	No. of shifts in a day		
	Hours of shifts		
19		Existing (Area in Sqmts)	Proposed (Area in Sqmts)
	i) Land and Building		
	ii) Factory and Other Buildings		
	iii) Security closed storage space with locations		
	iv) Details of own Buildings/Rented Buildings		
20	Whether godown facility is available within compound where the press is situated? If not, specify the locations and distances of the godowns from the press		
21	Particulars of machines	Attach separate sheet giving details of year of purchase & value	
22	Names of major customers	Attach separate sheet for banks & Others	
23	Details of Insurance		
24	Wastage		
25	Mode of delivery and security arrangement		
26	Whether Sales Tax or any other tax applicable		
27	Payment terms and conditions – period/duration for effecting payment		
28	Octroi/LBT		
29	List of Directors & their address	Attach separate sheet	
30	Whether local representatives available at Kolhapur? If Yes name and address of the person with Mobile No.		
31	Whether facility for redressal of complaints available?		
32	If work order is issued whether ready to give Bank Guarantee in our favour to the extent of	Yes/No	

	stock of paper given for job work?	
33	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
34	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
35	Any other information	

Sign and stamp of the firm

PROFORMA – 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.

PROFORMA – 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.

PROFORMA – 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.

PROFORMA – 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.10 lakhs	Indicate special expertise such as Advance Mgt. Tech. like CPM / PERT & Projects in which such techniques were employed	Any other information
1	2	3	4	5	6	7	8	9

Signature of the Applicant

Note: 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	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

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 enquiries 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:
Signature
Date:

Name & Designation

Seal of Organization