



BANK OF MAHARASHTRA, THANE ZONE

B-37, BANK OF MAHARASHTRA, THANE ZONAL OFFICE, WAGLE INDUSTRIAL ESTATE THANE WEST

Request for Proposal (RFP)

For

Empanelment of Architects and Contractors for
Civil / Interior /Plumber/Courier/Furnishing / Pest
Control/Furniture / Electrical Works/ Note
Counting Machine/Security Gadgets
(CCTV/FAS/SAS)/Fire extinguishers/Art
Work/Banners/Flex/Printing and Paper
Work/Inverter & Battery, AC and Other
Electricals items for office



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**Notice for Empanelment of Architects and Contractors for
Civil / Interior / Furnishing / Electrical Works**

1. Bank of Maharashtra Zonal Office, Thane is in the process of preparing panel of Architects /Contractors for doing Civil / Interior / Furnishing / Electrical works and invites sealed applications from eligible & reputed Contractors & Service providers in the field of civil, electrical /furniture/interior, maintenance work and Architects for empanelment, having valid registration with Nationalized Banks or PWD/MES/PSUs/ Govt. Sector in appropriate class.

The interested professionals/contractors & service providers shall apply for empanelment in prescribed format. The application forms/ documents from Bank of Maharashtra, Zonal Office, Thane - Zonal Office, B-37, BANK OF MAHARASHTRA, THANE ZONAL OFFICE, WAGLE INDUSTRIAL ESTATE THANE WEST between 11.00 am to 5.00 p.m. on all working days except Sundays & holidays (from 01.08.2021 to 13.08.2021) or the empanelment forms/ documents can be downloaded from our website. **www.bankofmaharashtra.in.**

2. Cost of empanelment Document/Form: Rs. 500/- (Rs. Five Hundred only-non-refundable) to be paid in the form of Demand Draft /PO favoring 'Bank of Maharashtra,Thane' payable at service branch Mumbai.
3. **Date of Issue of empanelment notice. : 30/7/2021**

Last date of submitting the empanelment Application : 13/08/2021 up to 5.00 p.m. at Bank of Maharashtra, Zonal Office Thane - Zonal Office, B-37, BANK OF MAHARASHTRA, THANE ZONA OFFICE, WAGLE INDUSTRIAL ESTATE THANE WEST

4. Sealed empanelment Application should be submitted, super scribing the work/purpose "Empanelment for _____ work" and with full contact details of the applicant. If application is downloaded from internet then DD/PO of Rs.500/- being application money should be submitted in a separate cover along with application.
5. Bank of Maharashtra reserves the right to reject any or all empanelment applications without assigning any reason whatsoever therefore.

Place: Thane.
Date: 30/07/2021

-sd-
Zonal Manager
Thane Zone

CRITERIA FOR EMPANELMENT OF CONTRACTORS, VENDORS AND ARCHITECTS ARE AS UNDER:-

- ❖ The Firm/contractor/consultant/vendor/Architect must have adequate presence in this area during **last seven years**.
- ❖ The Firm/contractor/consultant/vendor/Architect must have permanent office/ branch in the area as follows :-

SR	Zone	District Covered	Office
1	BOM Thane	Thane, Palghar, Navi Mumbai,	Thane, Palghar, Mumbai, or with easy accessibility to Thane Zone

- ❖ The firm/ contractor/consultant/vendor/Architect must have sufficient number of experienced personnel, technical know-how, equipment's, instruments and other resources, as the case may be to complete the awarded work well in time with superior quality of materials & workmanship as per standard specifications.
- ❖ The Firm/contractor/consultant/vendor must have experience of having successfully completed similar works during last 7 (Seven) years (as on 30/7/2021) as per the following details.
- ❖ Agencies empanelled for higher category shall be eligible for carrying out jobs in lower categories as well.
- ❖ Contractors/Architects desirous of empanelment in the above mentioned categories and fulfilling following minimum requirements can submit their applications.

Table "A"

S N	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/ Completed During Last 5 Years	**Average Turnover of Last 3 Years (Minimum) & Solvency Required	Experience of Firm
1	FOR ARCHITECT	A	Up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh each or Three works of Rs.3.5 lakh each	Rs.4 lakh	7 years
		B	Above Rs.10 lakh up to Rs.25 lakh	One work of Rs.20 lakh or	Rs.10 lakh	7 years



				Two works of Rs.12.5 lakh each or Three works of Rs.10 lakh each		
2	FOR CONTRACTORS FOR CIVIL / INTERIOR / FURNISHING / ELECTRICAL WORKS	A	Up to Rs.10 lakh	One work of Rs.8 lakh or Two works of Rs.5 lakh each or Three works of Rs.3.5 lakh each	Rs.4 lakh	7 years
		B	Above Rs.10 lakh up to Rs.25 lakh	One work of Rs.20 lakh or Two works of Rs.12.5 lakh each or Three works of Rs.10 lakh each	Rs.10 lakh	7 years

- A. (*) Applicants should have experience in having successfully completed similar work (single order) during last 5 years of value as prescribe in table 'A' above for Government/Semi-Government/PSUs/Banks/Government Financial Institutions. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- B. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year.
- C. The applicants should submit Solvency of specified value issued by any Scheduled Bank. The Solvency Certificate should not have been issued prior to six months.

The application not fulfilling any of the above minimum eligibility criteria will be summarily rejected and no further processing will be carried out.

- ❖ The contractors, vendors and consultants who intend to apply for more than one category can do so by applying for each category separately.

Applications complete in all respect along with relevant documents, information in prescribed Bank's format to be submitted in a sealed envelope duly super scribing "Empanelment of Architect/Contractor/Vendor for (Name of Trade _____ and category A / B / AB/ for **Thane Zone) along with an application fee in form of a Demand Draft/Banker's cheque of Rs. 500/- (Rs Five hundred Only).**
The envelope should reach at the following address on or before 13.08.2021 upto 05.00 pm.

**The Dy. General Manager
Thane Zone
B-37, BANK OF MAHARASHTRA, THANE ZONAL OFFICE, WAGLE INDUSTRIAL
ESTATE THANE WEST**

Instructions to the Applicants for furnishing information as a part of application for Empanelment.

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed format which will be kept confidential.
2. While deciding upon the Empanelment of Contractors / Consultants / Vendors / Architects, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Contractors / Consultants / Vendors / Architects for Empanelment will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so. (Certified copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
6. Applications containing false, incomplete and / or inadequate information, without application fee are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.
7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than value of respective category shown against individual trade herein above as an additional information.
8. 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.
9. 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.

10. The professional/contractors/vendors who intend to apply for more than one category have to apply for each category separately using appropriate application form by paying requisite fee which is non-refundable. Intending professional/ contractors/vendors are requested to read the format carefully before filling the particulars.
11. Incomplete applications will not be considered.
12. Applicant who desires to apply for Electrical related trades must submit photocopy of valid license issued by appropriate authority.
13. Bank of Maharashtra shall approach the professional/ contractors/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.
14. 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 furnishing full details, the same may be given on a separate sheet of paper.
15. 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.
16. Where copies of documents are required to be furnished, these should be certified true copies.
17. **Cost of the application form is Rs.500.00/- which is not refundable & to be paid by way of Pay Order/Demand Draft Favoring Bank of Maharashtra, Thane payable at Mumbai service branch. Application form is not transferable.**
18. For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
19. 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.
20. 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.

21. Empanelment of the firm, if selected, will be valid for three year and subject to performance of every year will be reviewed by the competent authority or as decided by the bank.
22. Bank of Maharashtra reserves the right to accept or reject any/all application without assigning any reason whatsoever therefore.
23. 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.
24. 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.
25. Canvassing in any form in connection with Empanelment is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
26. The applications, which are received after due date time, are liable to be rejected.
27. The applications should be filled properly, otherwise liable to be rejected.
28. Intending applicant are requested to read the proforma carefully before filling the particulars.
29. If the applicant found to be blacklisted by any other banks/institution at any stage would be immediately be blacklisted by the bank. Further in such case if any work is already been allotted to the applicant, the same may be withdrawn / cancel by Bank.
30. It is necessary that Contractors / vendors/ consultants/Architects must have Office in/ nearby area of the following place/ District:

SR	Zone	District Covered	Office
1	BOM Thane	Thane, Palghar, Navi Mumbai	Thane, Palghar, Navi Mumbai with easy accessibility to Thane Zone

31. Applications for Consultants/Contractors/vendors/Architects should be made from persons who have Graduate/Post Graduate Degree / Diploma in respective branch of engineering and have done considerable extent of work as consultant for a period of more than 7 (seven) years (i.e. up to 31.07.2021).
32. The owner / departmental head / minimum one employee of the firm should be a valid member of the council of architecture in India. (Valid for architects).



33. Pre-qualification criteria, term & conditions are discussed in the document. Interest professionals/ companies/firms who are eligible as per prequalification criteria can apply
34. No conditions will be entertained. Disputes, if any, shall be subject to Thane jurisdiction only.
35. All the pages of applications are to be stamped and signed by the applicant.

Clarifications, if any, required may be obtained from the office of Zonal Manager, B-37, BANK OF MAHARASHTRA, THANE ZONAL OFFICE, WAGLE INDUSTRIAL ESTATE THANE WEST 400604

36. **The contractors, vendors and consultants already in the existing panel of Thane Zone shall also apply a fresh against this advertisement.**
37. **It is necessary that professional/ contractors/vendors must have full office set up at above locations & head/registered office is somewhere else.**

Completed empanelment application / document shall be submitted up to 5.00 pm on or before 13.08.2021 to the Zonal Manager, Bank of Maharashtra, Zonal Office, B-37, BANK OF MAHARASHTRA, THANE ZONAL OFFICE, and WAGLE INDUSTRIAL ESTATE THANE WEST

38. **Each application/form must accompany Pay Order / Demand Draft favoring "Bank of Maharashtra,Thane" payable at Mumbai for Rs.500/- (not-refundable).**

Signature and Seal of the Applicant

PRE-QUALIFICATION CRITERIA: FOR ARCHITECTS

Category A – up to Rs.10 Lakh / Category B –Rs.10 Lakh & Above

Category Applied for:.....

Sr No	Criteria	Marks	Self	Bank's (assessment)
1	Work Executed/ Completed Capacity assessment for Category A			
	One similar work up to Rs.8 lakhs -	18 Marks		
	One similar work more than Rs.8 lakhs up to 12 lakhs -	20 Marks		
	One similar work more than Rs.12 lakhs -	22 Marks		
	One similar work with BOM more than Rs.12 lakhs -	25 Marks		
	OR			
	Two each similar work up to Rs.5 lakhs -	18 Marks		
	Two each similar work more than Rs.5 lakhs up to 8 lakhs -	20 Marks		
	Two each similar work more than Rs.8 lakhs -	22 Marks		
	Two each similar work with BOM more than Rs.8 lakhs -	25 Marks		
	OR			
	Three each similar work up to Rs.3.5 lakhs -	18 Marks		
Three each similar work more than Rs.3.5 lakhs up to 5 lakhs -	20 Marks			
Three each similar work more than Rs.5 lakhs -	22 Marks			
Three each similar work with BOM more than Rs.5 lakhs -	25 Marks			
OR				
Work Executed/ Completed Capacity assessment for Category B				
One similar work up to Rs.20 lakhs -	18 Marks			
One similar work more than Rs.20 lakhs up to 30 lakhs -	20 Marks			
One similar work more than Rs.30 lakhs -	22 Marks			
One similar work with BOM more than Rs.30 lakhs -	25 Marks			
OR				
Two each similar work up to Rs.12.5 lakhs -	18 Marks			
Two each similar work more than Rs.12.5 lakhs up to 20 lakhs -	20 Marks			
Two each similar work more than Rs.20 lakhs -	22 Marks			
Two each similar work with BOM more than Rs.20 lakhs -	25 Marks			
OR				
Three each similar work up to Rs.10 lakhs -	18 Marks			
Three each similar work more than Rs.10 lakhs up to 15 lakhs -	20 Marks			
Three each similar work more than Rs.15 lakhs -	22 Marks			
Three each similar work with BOM more than Rs.15 lakhs -	25 Marks			



2	Financial Capacity/Average turnover for the last Three years shall be			
	Up to 40% of (A)*	Marks - 5	10	
	More than 40% and up to 75% of (A)	Marks - 8		
	More than 75% of (A)	Marks - 10		
3	Should have made profit for at least Two years during the last three years.	05		
4	Solvency Certificate from the Bankers (For minimum amount of 40% of the upper limit of the category applied for) (Solvency certificate shall not be older than six months)		05	
	Up to 40% of (A)*	Marks - 2		
	More than 40% and up to 75% of (A)	Marks - 4		
	More than 75% of (A)	Marks - 5		
5	Easy Availability / The firm must have full set up of office in		15	
	Thane City -	Marks - 15		
	Thane District -	Marks - 12		
	Other place -	Marks - 10		
6	Registered with Indian Association of Architects/Council of Architects? Indian Institute of Interior Designers? Give registration No & attach copy herewith.		10	
7	Work quality/The firm must have qualified personnel		05	
	Qualified personnel More than 3 & up to 5	Marks - 3		
	Qualified personnel More than 5	Marks - 5		
8	Experience in the field.		10	
	More than 07 Years & up to 10 Years	Marks - 8		
	More than 10 Years	Marks - 10		
9	Standing/Empanelment with		10	
	Bank of Maharashtra	Marks -10		
	with PSU/PSBs/ Govt. Agencies/Dept	Marks -08		
	Private Bank/ Govt. Financial Institutions	Marks- 05		
10	PAN	Marks- 02	05	
	GST Registration	Marks- 02		
	WCT/TIN/VAT/EPF Registration -	Marks- 01		
	Total Marks		100	

*(A) signifies the higher value of the applied category as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (For e.g. If applied for the category Above Rs.10 lakh up to Rs.25 lakh, then 'A' is Rs.25 lakh).

NOTE: Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors/professional/vendors scoring 75 marks & above will only be considered for prequalification & 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.

Signature and Seal of the Applicant

PRE-QUALIFICATION CRITERIA: FOR CONTRACTORS FOR CIVIL / INTERIOR / FURNISHING / ELECTRICAL WORKS

Category A - Rs. Up to Rs.10 Lakh / Category B – Rs.10 Lakh & Above

(APPLIED FOR EMPANELMENT OFCONTRACTORS)

Category Applied for:-.....

Sr No	Criteria	Marks	Self	Bank's (assessment)	
1	Work Executed/ Completed Capacity assessment for Category A	25			
	One similar work up to Rs.8 lakhs -				18 Marks
	One similar work more than Rs.8 lakhs up to 12 lakhs -				20 Marks
	One similar work more than Rs.12 lakhs -				22 Marks
	One similar work with BOM more than Rs.12 lakhs -				25 Marks
	OR				
	Two each similar work up to Rs.5 lakhs -				18 Marks
	Two each similar work more than Rs.5 lakhs up to 8 lakhs -				20 Marks
	Two each similar work more than Rs.8 lakhs -				22 Marks
	Two each similar work with BOM more than Rs.8 lakhs -				25 Marks
	OR				
	Three each similar work up to Rs.3.5 lakhs -				18 Marks
	Three each similar work more than Rs.3.5 lakhs up to 5 lakhs -				20 Marks
	Three each similar work more than Rs.5 lakhs -				22 Marks
	Three each similar work with BOM more than Rs.5 lakhs -				25 Marks
OR					
Work Executed/ Completed Capacity assessment for Category B					
One similar work up to Rs.20 lakhs -	18 Marks				
One similar work more than Rs.20 lakhs up to 30 lakhs -	20 Marks				
One similar work more than Rs.30 lakhs -	22 Marks				
One similar work with BOM more than Rs.30 lakhs -	25 Marks				
OR					
Two each similar work up to Rs.12.5 lakhs -	18 Marks				
Two each similar work more than Rs.12.5 lakhs up to 20 lakhs -	20 Marks				
Two each similar work more than Rs.20 lakhs -	22 Marks				
Two each similar work with BOM more than Rs.20 lakhs -	25 Marks				
OR					
Three each similar work up to Rs.10 lakhs -	18 Marks				
Three each similar work more than Rs.10 lakhs up to 15 lakhs -	20 Marks				
Three each similar work more than Rs.15 lakhs -	22 Marks				



	Three each similar work with BOM more than Rs.15 lakhs - 25 Marks			
2	Financial Capacity/Average turnover for the last Three years shall be			
	Up to 40% of (A)* Marks - 2	15		
	More than 40% and up to 75% of (A) Marks - 4			
	More than 75% of (A) Marks - 5			
3	Should have made profit for at least Two years during the last three years.	05		
4	Solvency Certificate from the Bankers (For minimum amount of 40% of the upper limit of the category applied for) (Solvency certificate shall not be older than six months)			
	Up to 40% of (A)* Marks - 2	05		
	More than 40% and up to 75% of (A) Marks - 4			
	More than 75% of (A) Marks - 5			
5	Easy Availability / The firm must have full set up of office in			
	Thane City - Marks - 10	10		
	Thane District - Marks - 08			
Other place - Marks - 05				
6	ISO Certification	5		
7	Work quality/The firm must have qualified personnel			
	Qualified personnel More than 3 & up to 5 Marks - 8	10		
	Qualified personnel More than 5 Marks - 10			
8	Experience in the field.			
	More than 07 Years & up to 10 Years Marks - 8	10		
	More than 10 Years Marks - 10			
10	Standing/Empanelment with			
	Bank of Maharashtra Marks -10	10		
	with PSU/PSBs/ Govt. Agencies/Dept Marks -08			
Private Bank/ Govt. Financial Institutions Marks- 05				
11	PAN Marks- 02	05		
	GST Registration Marks- 02			
	WCT/TIN/VAT/EPF Registration - Marks- 01			
	Total Marks	100		

*(A) signifies the higher value of the applied category as stipulated in Table - 'A' of the Minimum Eligibility Criteria. (For e.g. If applied for the category Above Rs.10 lakh up to Rs.25 lakh, then 'A' is Rs.25 lakh).

NOTE: Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors/professional/vendors scoring 75 marks & above will only be considered for prequalification & 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.

Signature and Seal of the Applicant

Application Format for Empanelment of Architects and Contractors for Civil / Interior /Plumber/Courier/Furnishing / Pest Control/Furniture / Electrical Works/ Note Counting Machine/Security Gadgets (CCTV/FAS/SAS)/Fire extinguishers/Art Work/Banners/Flex/Printing and Paper Work/Inverter & Battery, AC and Other Electricals items for office,etc.

Important:-

1. Please type or write in capital letters.
2. The contractors, vendors and consultants who intend to apply for more than one trade have to apply for each trade separately.
3. Attach copies of the supporting documents.
4. Attach extra sheets with Sr. No if the space found insufficient.
5. Applications of those agencies who do not furnish below information will be summarily rejected.
6. Architect on panel of nationalized banks are preferred.

Trade (The contractors, vendors , consultants and Architects who intend to apply for more than one trade have to apply for each trade separately)		
Category A/B		
1	Name of the applicant Firm/ Organization	
	Address of the Registered Office (Enclose certified copies of documents as evidence)	
	Address of Office	
	Thane/Navi Mumbai/Palghar Office	
	Telephone No.	
	Mobile No	
	Fax No.	
	E-mail	
	Contact Person	
2	Year of Establishment	



	Application Processing Fee Details (i) Amount (Rs.): (ii) DD/ Bankers cheque No.: (iii) Name of the Bank: (iv) Date:			
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Please enclose related documents.)			
4	Name and Qualification of Directors / Partners / proprietor (Enclose certified copies of document as evidence)	Name	Designation & Qualification	Mobile No.
	Minimum qualifications-B Arch (First Class)			
6	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number, Please, enclose copy of the related Certificate(s)/ Trade License(s)/ GST Registration Certificate (compulsory) / MSMED Registration Certificate (if registered under MSMED ACT, 2006) etc./other licenses or certificates.			
5 (a)	Whether registered with Government / Semi- Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)			
5 (b)	Whether registered with			
	Indian Association of Architects / Council of Architects?			
	Indian Institute of Interior Designers. Give registration No & attach copy herewith.			
5 (c)	If empanelled with other organizations such as Banks /PSU etc. Furnish their names, class and date of registration ((Enclose certified copies of document as evidence)if any)			
6	Name and address of the Bank/ bankers.	Name of the bank:		
		Name of the branch:		
		Account No.:		



	(Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	Type of Account:		
		Phone Nos:		
		Full Postal Address:		
7	Satisfactory evidence Yearly turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit & Loss A/c (Audited) for the last 3 years.	Year	Average Turnover Rs. in Lakh	Profit
		31.03.2019		
		31.03.2020		
		31.03.2021		
		Average Turnover Rs.		
8	Registration with Tax Authorities			
	i) Income-tax (PAN) No.			
	ii) GST Reg. No.			
	iii) EPF Reg. No. (if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) WCT Reg. No. (if applicable)			
	vi) Labour License No. (if applicable)			
	Whether last three years IT returns filed (Please enclose certified copies of the IT return of 2015-16, 2016-17, 2017-18)			
9	Number of years of experience in the field and details of work in any other field.			
10	Whether ISO certified, Furnish the details.			
	Area of business activities other than construction, if any, and place of business.			
	Registration of firm under Shop & Establishment Act 1948			
11	Detailed description and value of works done in last 5 years from Banks and others (as per Annex. I & II as attached)			
12	List of important / major works on hand from Banks and others (as per Annex. III & IV as attached)			
14	Detail of Key personnel employed :(as per Annexure V as attached)			



15	Infrastructure of the firm viz. office space, office equipment. (as per Annex. VI as attached Herewith)	
16	Have you in past carried out any works for Bank of Maharashtra. (Enclose copy)	
	Whether any Civil suit / Litigation arisen in the projects executed / being executed during last 10 years / being executed now. If yes, please furnish details. (Name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation)	Attach a separate sheet if required.
17	Furnish the names of -3- responsible persons along with their designation, address, Tel. No. etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your	1. 2. 3.
18	List of clients-name, address, phone no. & email (May attach additional sheets, if required)	
	Electrical contractor license no (Enclose copy)	
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

DECLARATION BY THE APPLICANT

1. All the information furnished by me/us here above is correct to the best of my/our knowledge and belief.
2. 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 I / We will be solely responsible for the consequences.
3. 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.
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/annexure.
5. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.
6. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of Bank of Maharashtra during last 7 year from the date of application.
7. I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Bank of Maharashtra in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. 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, the empanelment shall be cancelled at the discretion of the Bank of Maharashtra.



Place:
Date:

Signature
Name & Designation
Seal of Organization.

Covering letter to Application

Date:

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

Dear Sir,

Subject: Application for empanelment of _____ work.

I/We has/have read and examined all pre-qualification criteria, scope of work, technical, all terms and conditions of tender document. I/We understand the pre-qualification criteria and instructions to the applicants.

I / Our companies/firms is eligible as per the pre-qualification criteria fixed by the Bank for empanelment and all proof /evidence for the pre-qualification criteria is enclosed. I/We submit my/our application for Bank's consideration duly filled-in and complete in all respects according the Performa.

If my/our application is accepted, we will continue in the empanelled list of your bank. I/We once again confirm that I/our company is eligible as per the eligible criteria and all documents are enclosed as an evidence for proof.

I/We hereby acknowledge and unconditionally accept that may on its absolute discretion apply whatever criteria deemed appropriate short listing and selection of the architects.

I/We understand that you are not bound to accept the any application, you may receive.



Yours faithfully,

Place:
Date:

Signature
Name & Designation
Seal of firm

Check list for submission of Application

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 so. A copy of the necessary authorization / Power of Attorney for signing the application should be attached.
3. Application fee of Rs.500/- in the form of DD favoring "Bank of Maharashtra, Thane, payable at Service Branch Mumbai"
4. Profile of the company / firms.
5. Compliance of pre-qualification criteria of the company/firm as per the format given in the tender document with the following documents.
6. Proof for having minimum 7 year experience in this field.
7. Proof /Audited balance sheets showing Minimum Turnover.
8. Proof of ISO 9001 certification, if your company is having it.
9. A Self-declaration letter saying that your company is not block listed by any Govt/PSUs/PSBs submitted.
10. Any brochures/printed material of your company, if available.
11. Index covering the page wise details.