



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Bank of Maharashtra
Goa Zone

Invites
Application for

EMPANELMENT OF ARCHITECTS & CONTRACTORS FOR TURN KEY PROJECTS
/CIVIL & REPAIRS/FURNITURE/ELECTRICAL AND SUPPLIERS OF AIR-CONDITIONING
SYSTEMS.

Date of issue: 24/11/2023

Last Date of Submission: 30/11/2023

BANK OF MAHARASHTRA

Prequalification for Empanelment of Contractors/Consultants/ Furniture suppliers

Bank of Maharashtra proposes to empanel the Contractors/Consultants/Furniture suppliers for existing offices at various locations in Goa Zone. The centres would be located in different location in Goa Zone (Ratnagiri District, Sindhudurga District & Goa State)

Bank would empanel Contractors/Consultants/Furniture suppliers for Goa Zone. The works which are proposed in different locations of Goa Zone, where Bank's Offices/premises are located and only those applicant who are capable of carrying out works in aforesaid locations only need to submit their application.

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 Contractors/Consultants/Furniture suppliers satisfying the pre-qualification criteria will be empanelled for the Mentioned Work, subject to meeting their eligibility criteria.

Bank at its discretion shall verify the offices of the applicants. The Contractors/Consultants/Furniture suppliers 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 Contractors, 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 Contractors / Consultants / Furniture suppliers in Goa Zone" and to be submitted for the purpose on or before 30/11/2023 at the following address:

Zonal Manager

Goa Zone

1st Floor, Dattaprasad Building, MG Road, Panaji, Goa-403001

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.


Zonal Manager
Goa Zone

TERMS AND CONDITIONS OF EMPANELMENT OF Contractors/Consultants/Architects etc

Bank of Maharashtra is in the process of Empanelment of Contractors (Furniture /Civil & Repairs /Electrical) And Consultants (Architects) And Suppliers of Air Conditioning Systems.

Application forms are invited for empanelment from reputed contractors, consultants, manufacturer of modular furniture and authorized dealers/Manufacturers of furniture & electrical items/ office equipments/machinery/air conditioning systems having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector/State PWD, and reputed Private Institutions in appropriate class.

Contractors / suppliers / professionals/consultants/vendors 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 1000.00 (Rs. One Thousand only)** which is non-refundable. No hard copy will be issued in any case.

1. Intending contractors/professional/consultants/vendors 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 Contractors/professional/consultants/vendors should have minimum three years of experience in the respective field. The contractors/professionals/consultants applying for electrical works should have valid electrical licenses issued by electrical inspector or any Govt authorized authority or Dept. / AP Transco in appropriate class / PWD/Railways/Electricity Board etc.
3. The contractors/professional/consultants/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 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 Contractor's/Professional's/consultants/vendor's clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
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 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 contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed separately.
10. Intending contractors/consultants/vendors/manufacturer are requested to read the Performa carefully before filling the particulars.
11. Incomplete applications will not be considered.

12. 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.
13. Wherever required, only certified copies should be submitted. The completion certificate shall be from main client only. Work order copy without completion certificate will not be considered as a proof of the completed work. The completion certificate submitted by subcontractor or obtained from Architect will be not be considered valid.
14. Cost of the application form is 1000.00 which is not refundable & to be paid by way of Demand Draft favouring "Bank of Maharashtra" payable at Panaji.
15. Application form 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 contractor/consultant.
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 4.00 pm on or before - 30/11/2023 to the Bank of Maharashtra Zonal Office, Goa Zone, 1st floor, Dattaprasad Building, MG Road, Panaji, Goa-403001. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of 1000.00 favouring Bank of Maharashtra and payable at Panaji. 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 Contractors / suppliers / professionals/consultants/vendors/manufacture must have office at (a). Goa State – for works to be allotted in Goa State Branches (b). Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra for works pertaining to branches in Ratnagiri/Sindhudurg Dist. Of Maharashtra under Goa Zone or a full-fledged branch office at State of Goa and/or Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Goa/Maharashtra. If Contractors doesn't have office/branch office at Goa/Maharashtra, they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.
21. 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.
22. The successful applicant/s will have to submit Police Verification Certificate during execution of agreement with Bank.
23. Empanelment does not guarantee/ ensure/entitle you the right to get the work order or awarding of any contract/supply. Bank's laid down norms / CVC guidelines will be followed for placing orders towards contracts/works, after inviting sealed tenders etc. in the usual manner.

24. Various registration certificates applicable such as GST, ESIC, EPF, Labour license etc. need to be renewed in time and renewed copies of the same should be submitted to us for our record. Non – Compliance of the same shall lead to termination of empanelment.
25. Necessary provisions as applicable under various laws should be complied with and Bank will be in no way responsible for any default on your behalf in this regard.
26. Your services may be availed by the Bank for work/s at any of offices/branches in and around Goa Zone.
27. Under no circumstances you should use any legend, logo containing Bank's name OR symbol in your letter head, sign boards, name plates, visiting cards etc. on empanelment.
28. Bank will review your performance periodically and based on the satisfactory performance, your empanelment will remain effective.
29. Bank reserves the right to remove your name/ de-panel you at any time during this period by issuing one-month notice and bank is at liberty to assign or not to assign any reason there for.
30. Bank shall try to allocate/entrust work on L-1 basis to any professional/contractor based on their location for ease of execution, monitoring and control, however, bank shall be free to allocate the work to any professional/contractor irrespective of their location.



Application for Empanelment
(Tick appropriate one)

1. Architect [] 2. Contractor- (a) Turnkey Projects [], (b) Civil/Furniture [], (C) Electrical []
 (d) Air Conditioning work []

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 (Local Office) [In state of Goa, Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra	
	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).	
2 (b)	Name of the Proprietor, Partners, Directors	

2 (c)	Year of establishment						
3	Registration detail with Tax Authorities						
	Income-tax (PAN) No.						
	G S T No.						
	EPF Reg. No.						
	ESI Reg. No.						
	TIN / VAT No.						
	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. 2020-21,2021-22,2022-2023						
	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.

8	Details of civil suit, if any, that arose during execution of contract in the past 05 years.						
9	Specify maximum value of single value project executed during the last 03 years.						
10	Name & relation, if any, with the staff member of Bank of Maharashtra . Please give his present posting & contact no.						
11	Details of major three works executed 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)
<p>Note: Annexure- VI</p> <p>Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion 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. Please refer cl No.20 of Empanelment of contractors.</p>							
12	Details of three major works on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., and 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

13 LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

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

14 Turnover in last 3 years

Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	GST paid
1	2020-21			
2	2021-22			
3	2022-23			

Copies of income-tax/GST returns / assessment orders for each year to be enclosed as proof of work execution as Annexure VIII

15 List of equipments / machinery owned

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

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

(A. Contractors):

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Furniture work / Furnishing work of all types. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs	

		Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs							
2		Manufacturers of Modular Furniture work only. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs							
3		Renovation of Office premises on turnkey basis Which include civil & furniture work including modular furniture. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs							
4		Civil work (Civil repairs including new work, construction / Structural rehabilitation of building, painting/polishing, fabrication, Sanitary & plumbing, Waterproofing, Road work etc.) Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs							
6		Electrical work including repairs and maintenance. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs							
7		Air-conditioning – Installation, servicing and maintenance of window, split air-conditioners, Cassette, VRV systems, piping etc. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs							
B (Consultants):									
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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, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 03 years.	
Note: In absence of any of the above enclosures, your application is likely to be rejected.			

I/we, certify that the information furnished as above are true to our knowledge and if found to be false at any point of time, my/our empanelment are liable to be terminated.

Place:
Date:

Signature of contracting agency
with seal