

**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.

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

9. Specify maximum value of single value project executed during the last 3 years. :

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

11. Details of work 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)

**Note:** 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.

12. 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

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

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14. 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)

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	<b>Furniture work / Furnishing work of all types.</b> 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	<b>Manufacturers and Suppliers of CCTV/Fire Alarm/Burglary Alarm/Fire Extinguishers only.</b> 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	<b>Civil work</b> (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	

4	<b>Electrical work</b> 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	
5	<b>Air-conditioning</b> – 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	
6	<b>Sign Boards</b> – Installation, servicing and maintenance of sign boards 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	

#### 17.B(Consultants):

Sr. No.	Name of the activity	Work for which empanelment is sought
1.	<b>Architects</b> –(Shall have been registered with Council of Architects only and shall have valid certification of the same ) Scope of work include preparation of plans/detail drawings for Interior works , estimate, draft tender, detailed specifications of items ,scrutiny of tenders, preparation of comparative charts, recommendations, rate analysis, supervision, certification of work & bills etc.( No interior Designer certificate will be considered valid)	
2.	<b>Electrical Auditor /Energy Auditor</b> –(Shall have valid certificate from BEE for Electrical audit/Energy Auditor and shall be Electrical Engineer with BE/BTech or ME/Mtech qualification).The brief scope shall be Power analyser, Thermograph imager, Voltage and current measurement, Power factor measurement, Harmonic measurement, Load balancing, Power saving solution, Electrical bill scrutiny/analysis, Earthing measurement, Lux measurement & solution.	
3.	<b>Electrical Consultants/ Green Energy Consultants:</b> Should have qualification of Electrical Engineer (BE/Btech or ME/Mtech) .Scope of work includes preparation of plans/detail/drawings for electrical works, estimate, draft tender, detailed specifications, scrutiny of tenders, preparation of comparative charts, recommendations, rate analysis, supervision, certification of work & bills etc.	
4.	<b>Civil / Structural Consultants:</b> Shall have <b>Civil/Structural Engineering</b> with BE/B Tech or ME/M Tech qualifications. Scope of work include preparation of plans/ drawings for Civil works , estimate, draft tender, detailed specifications of items ,scrutiny of tenders, preparation of	

	comparative charts, recommendations, rate analysis, supervision, certification of work & bills etc.	
5.	<b>Structural Auditors :</b> Shall have <b>Civil/Structural Engineering</b> with BE/B Tech or ME/M Tech qualifications and valid license as structural Engineer registered with appropriate authority. Should have successfully completed Structural audit of buildings pertaining to Govt. /Semi Govt/ PSU/PSB/ Reputed intuition for last 05 years.	
6.	<b>Interior Designer / Consultant ;</b> Shall have qualification of Two Years Diploma in Interior Designing & Decoration and registered/ having membership with Institute of Indian Interior Designers Scope of work includes preparation of plan/drawings for interior works project with estimate, draft tender, detailed specifications of items, scrutiny of tender, preparation of comparative chart, recommendations, supervision, certification of work & bills etc. Should have successfully completed Interior Designing & Decoration of office premises pertaining to Govt. /Semi Govt/ PSU/PSB/ Reputed intuition for last 05 years	

#### 18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weights	Self-rating marks
1	<b><u>For works at Sr. Nos. 1 to 7(A: Contractors)</u></b> - Should have executed one similar work of <b>80%</b> of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed two similar works of <b>50%</b> of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed three similar works of <b>40%</b> of the value indicated for the category for which registration is sought during last 3 years	35	
	<b><u>For works at Sr. Nos. 1 to 4(B: Consultants)</u></b> -The consultancy for works amounting shall be as above for each category. Category A – Estimated cost of work up to Rs.100 lacs Category B – Estimated cost of work up to Rs.75 lacs Category C – Estimated cost of work up to Rs.50 lacs Category D – Estimated cost of work up to Rs.25 lacs	35	
2	<b><u>For works at Sr. Nos. 1 to 7(A: Contractors)</u></b> Average turnover for the last three years shall be Category A –Rs.25.00 lacs Category B –Rs. 20.00 lacs Category C –Rs. 15.00 lacs Category D –Rs. 5.00 lacs	20	

	<b>For works at Sr. Nos. 1 to 4(B: Consultants)</b> -The consultant shall have successfully completed the project or projects cumulative to the cost of category in which applied. Category A –Rs.100.00 lacs Category B –Rs. 75.00 lacs Category C –Rs. 50.00 lacs Category D –Rs. 25.00 lacs	20	
3.	<b>For Sr No. 5 (Structural Auditor)</b> Should have at least 05 years of experience in the field of consultancy and conducted of Structural Audit, NDT of various buildings	20	
4.	Should have made profit during last three years( <b>A: Contractors &amp; B: Consultants</b> )	10	
5.	<b>For A: Contractors</b> Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months) <u>For Work at Sr. No. 1 to 7</u> Category A –Rs.25.00 lacs Category B –Rs. 20.00 lacs Category C –Rs. 15.00 lacs Category D –Rs. 5.00 lacs	5	
6	<b>(A: Contractors &amp; B: Consultants)</b> The firm must have full set-up of office in ----- or Branch office in ----- . <i>If they don't have then marks allotted will be Zero.</i>	10	
7	The firm must have qualified personnel Sr. no. 1 to 7( <b>A: Contractors</b> ) Minimum qualified personnel: 04 Sr. no. 1 to 4 <b>B: Consultants</b> Minimum qualified personnel: 02	10	
8.	Empanelment in Govt/Semi Govt/PSU/PSB organizations:	10	
<b>TOTAL</b>		<b>100</b>	

**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. Contractors/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.**

#### 19 .Supply of various items of furniture and office machinery.

[For Authorised Dealers/ Manufacturers only]

Sr. No.	Name of the activity	Work for which empanelment is sought
1	<b>Supply of Furniture Items.</b> [Manufactures/Authorised dealers only] 1. Chairs, Sofas, Tables, Cupboards, Four drawer filing cabinet 2. Carpets 3. Venetian blinds/sun control film	

2	<b>Supply of Office Machinery</b> [Manufactures/Authorised dealers only] 1. Water coolers, Air coolers, Water purifier, paper shredding machine, Note sorting/Note counting machine 2. EPABX systems 3. Telephone instruments, Modem	
3	<b>Supply of Electrical / Power back-up Equipments</b> [Manufactures/Authorised dealers only] 1. Fans, Light fittings, Geysers, Boilers, cables etc. 2. UPS 3. UPS Batteries. 4. DG 5. Air – Conditioning units	

**20. PRE-QUALIFICATION CRITERIA:**

**A.(For suppliers of Furniture items/Electrical items/Office Machinery etc.)**

Sr. No.	Criteria	Weightages	Self-rating marks
1	Either Manufacturer or Authorised dealer	40	
2	Average turnover for the last three years shall be Rs.10.00 lacs minimum.	20	
3	The firm must have full set-up of office in ----- or Branch office	10	
4.	i) The firm have supplied the items amounting up to Rs 05.00 lakhs	10	
	ii) The firm have supplied the items amounting from 5.00 lacs to Rs 10.00 lakhs	20	
	iii) The firm have supplied the items amounting Rs 10.00 lakhs and above	30	

Contractors/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

**B- PRE-QUALIFICATION CRITERIA**

**(Empanelment of dealers in all types of Scrap.)**

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 -----	20	
4	For lifting the material from ----- Zonal Office or from other places in ----- free of charge	20	
5	Firm having own vehicle	10	



Scrap dealers/ 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. Bank may, at its discretion, consider empanelment, even if some of the enclosures could not be submitted by the scrap dealers.

**21. 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, VIIC, VIID, 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 contractor/consultants 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.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION.