

 <p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक</p>	<p>अंचल कार्यालय इंदौर Zonal office Indore टेलीफोन/TELE : 0731-2435924,2531805 ई-मेल/e-mail : gad_ind@mahabank.co.in</p>	 <p>आज़ादी का अमृत महोत्सव</p>
	<p>प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5 Head Office: LOKMANGAL,1501,SHIVAJINAGAR,PUNE-5</p>	

## Request for Proposal (RFP)

For

**Empanelment of Architects and Contractors for  
Civil / Interior / Furnishing / Electrical Works,  
Data Cabling Work**

**In Indore ZONE.**

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**Notice for Empanelment of Architects and Contractors for  
Civil / Interior / Furnishing / Electrical Works,  
Data Cabling Work**

Bank of Maharashtra Zonal Office, Indore is in the process of preparing panel of Architects /Contractors for doing Civil / Interior / Furnishing / Electrical works, Data Cabling work and invites sealed applications from eligible Architects / Contractors / Vendors in the above mentioned fields for empanelment.

The interested parties may collect the empanelment formats from Bank of Maharashtra, Zonal Office, Indore, 1<sup>st</sup> Floor, Maharashtra Sahitya Sabha Bhawan, 688, M G Road, Indore 452 007 (Ph 0731-2435924, 2531805) or the empanelment forms can be downloaded from our website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in)

1. Cost of empanelment Document/Form : Rs.5000/- Per Form (to be deposited in the form of DD in favour of “Bank of Maharashtra” at the time of submitting the application.
2. Date of Issue of empanelment notice. : **27.08.2021**
3. Last date of submitting the empanelment Application : **10.09.2021 up to 5.00 p.m.**
4. Address : 1st Floor, Maharashtra Sahitya Sabha Bhawan, 688, M G Road, Indore 452 007 (Ph. 0731-2435924, 2531805)
5. Date of opening of empanelment Application : 13.09.2021
6. Sealed empanelment Application should be submitted, super scribing the work/purpose “Empanelment for ..... works” and with full contact details of the applicant.
7. Bank of Maharashtra reserves the right to reject any or all empanelment applications without assigning any reason whatsoever.

Place: Indore  
Date : 27.08.2021

-sd-  
Zonal Manager  
Indore Zone

## **GENERAL INSTRUCTIONS FOR EMPANELMENT**

Bank of Maharashtra, **Indore zone** is in the process of preparing panel of Professionals/Contractors & Service providers (vendors) and invites sealed applications from eligible & reputed Contractors & Service providers in the field of civil, electrical /furniture/interior, maintenance work, Data cabling work and Architects for empanelment, having valid registration with Nationalized Banks or PWD/MES/PSUs/ Govt. Sector, in appropriate class.

**Professionals/Contractors & Service providers shall apply for empanelment in prescribed format. The application forms/ documents are also available on our website. This can be used for purpose of submitting the application for empanelment.**

### **INSTRUCTIONS TO APPLICANTS:**

**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.**

**The professional/ contractors/vendors should have minimum Two years of experience in the respective field. The professional/ contractors/vendors applying for electrical works should have valid electrical licenses.**

**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.**

**Incomplete applications will not be considered.**

**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.**

**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 giving full details, the same may be given on a separate sheet of paper.**

**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.**

**Where copies of documents are required to be furnished, these should be certified true copies.**

**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.**

**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.**

**Empanelment of the firm, if selected, will be valid for one year and subject to review, bank may decide to extend it for another 2 years or as decided by the bank.**

**Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.**

**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.**

**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.**

**Completed empanelment application/ document shall be submitted by 5:00 pm on 10.09.2021 to the Zonal Manager, Bank of Maharashtra, Zonal Office, Indore 1st Floor, Maharashtra Sahitya Sabha Bhawan, 688, M G Road, Indore 452 007 (Ph 0731-2435924, 2531805). The application shall be submitted by post / courier. If downloaded from the internet,**

**It is necessary that professional/ contractors/vendors must have full office set up at Indore, or a full-fledged branch office at Indore.**

## PRE-QUALIFICATION CRITERIA: FOR ARCHITECTS

Category A – Up to Rs.50 Lakh/ Category B – Up to Rs.15 Lakh/ Category C – Up to Rs. 5 Lakh/  
Category D – Below Rs.50 Lakh

**Category Applied for:**

Sr. No.	Criteria	Marks Allotted	Self rating marks	Bank's assessment
1	<b>Work Executed/Capacity assessment</b>	25		
	Should have served as consultant/executed one similar work of <b>80%</b> of the value indicated for the category for which registration is sought during last 2 years OR			
	Should have served as consultant /executed two similar works of <b>50%</b> of the value indicated for the category for which registration is sought during last 2 years OR			
	Should have served as consultant /executed three similar works of <b>40%</b> of the value indicated for the category for which registration is sought during last 2 years OR			
	For works below Rs.5.00 Lakh, three similar works of Rs.0.50 Lakh each during last 2 years.			
2	<b>Financial Capacity/Average turnover</b> for the last two years shall be <b>30%</b> of the upper ceiling mentioned / estimated cost of the work.	15		
	Category A Rs.15.00 Lakh			
	Category B Rs. 04.50 Lakh			
	Category C Rs. 01.50 Lakh			
	Category D Rs. 00.15 Lakh			
3	Should have made <b>profit for at least two years</b> during the last three years.	05		
4	Should have submitted <b>solvency certificate</b> of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months)	05		
	Category A Rs.15.00 Lakh			
	Category B Rs. 04.50 Lakh			
	Category C Rs. 01.50 Lakh			
	Category D Rs. 00.15 Lakh			
5	<b>Easy Availability</b> / The firm must have full set up of office in Indore (MP)	15		
6	<b>Work quality/The firm must have qualified personnel</b>	10		
	Category A - Minimum qualified personnel-05			
	Category B - Minimum qualified personnel-03			
	Category C - Minimum qualified personnel-02			
	Category D - Minimum qualified personnel-01			
7	<b>Experience in the field.</b>	10		
	Category A - Minimum experience in the filed-5 Years			
	Category B - Minimum experience in the filed-4 Years			
	Category C - Minimum experience in the filed-3 Years.			
	Category D - Minimum experience in the filed-1 Years.			
8	<b>Standing/Empanelment with Nationalised bank</b> (preferably in Indore / Madhya Pradesh) Marks -10 Empanelment with PSU Marks -08 Empanelment with Govt. Agencies/dept Marks -05 Empanelment with BOM Indore Marks- 10	10		
9	PAN Marks- 02 WCT/TIN/GST/EPF Registration Marks- 03	5		
	<b>Total Marks</b>	100		

**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 pre-qualification & 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.**

## PRE-QUALIFICATION CRITERIA: FOR CONTRACTORS.

Category A – Up to Rs.50 Lakh/ Category B – Up to Rs.15 Lakh/ Category C – Up to Rs. 5 Lakh/  
Category D – Below Rs.50 Lakh

**For Civil/Interior/Furnishing/Electrical and Data cabling work**

**Category Applied for:**

Sr. No.	Criteria	Marks Allotted	Self rating marks	Bank's assessment
1	<b>Work Executed/Capacity assessment</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 2 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 2 years OR Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 2 years OR For works below Rs.5.00 Lakh, three similar works of Rs.0.50 Lakh each during last 2 years.	25		
2	<b>Financial Capacity/Average turnover</b> for the last three years shall be <b>30%</b> of the upper ceiling mentioned / estimated cost of the work. Category A Rs.15.00 Lakh Category B Rs. 04.50 Lakh Category C Rs. 01.50 Lakh Category D Rs. 00.15 Lakh	15		
3	Should have made <b>profit for at least two years</b> during the last three years.	05		
4	Should have submitted <b>solvency certificate</b> of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months) Category A Rs.15.00 Lakh Category B Rs. 04.50 Lakh Category C Rs. 01.50 Lakh Category D Rs. 00.15 Lakh	05		
5	<b>Easy Availability</b> /The firm must have full set up of office in Jaipur	15		
6	<b>Work quality/The firm must have qualified personnel</b> Category A -- Minimum qualified personnel-10 Category B -- Minimum qualified personnel-06 Category C -- Minimum qualified personnel-03 Category D -- Minimum qualified personnel-01	10		
7	<b>Experience in the field.</b> Category A – Minimum experience in the filed-5 Years Category B - Minimum experience in the filed-4 Years Category C - Minimum experience in the filed-3 Years Category D - Minimum experience in the filed-1 Years	10		
8	<b>Standing</b> /Empanelment with <b>Nationalised bank</b> (preferably in Indore / Madhya Pradesh) Marks -10 Empanelment with PSU Marks -08 Empanelment with Govt. Agencies/dept Marks -05 Empanelment with BOM Indore Marks- 10	10		
9	PAN Marks- 02 WCT/TIN/GST/EPF Registration Marks- 03	5		
	<b>Total Marks</b>	100		

**NOTE:** 1. For electrical contractors, PWD license is a must, otherwise application will not be considered.

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 pre-qualification & 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.**

## Application Format for Architects

### Desired requirements:

1. Architects should be practicing architect in their respective fields with more than 2 years experience.
2. Architect on panel of nationalized banks are preferred.
3. Architect should be based in Indore
4. Architect should have successfully completed projects worth Rs.50 Lac & more till date and documentary evidence in support of this must be submitted.

1	Name of the Firm/ Organization			
	Registered Office			
	Indore Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment			
3	Status of the firm (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
	Minimum qualifications-B Arch (First Class)			
5	Whether registered with the: Registrar of Companies /Registrar of Firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(a)				
(b)				
	Whether registered with Indian Association of Architects/ Council of Architects?			
	Indian Institute of Interior Designers. Give registration No & attach copy herewith.			
(c)	If empanelled with other organizations such as <b>Banks /PSU</b> etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos:		
		Contact person phone no.		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. in Lakh	Profit
		31.03.2018		
		31.03.2019		
		31.03.2020		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		



8	Registration with Tax Authorities	
	i) Income-tax (PAN) No.	
	ii) Service tax no.	
	iii) EPF Reg. No.(if applicable)	
	iv) ESI Reg. No. (if applicable)	
	v) TIN / VAT No.	
	vi) WCT Reg. No(if applicable)	
9	No. of years of experience in the field.	(Minimum experience- 2 Years)
10	Whether ISO certified? Furnish details.	
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)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
14	Key personnel employed :( as per Annex. V as attached)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI as attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability	
18	List of clients-name, address, phone no. (May attach additional sheets, if required)	
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

## Application Format for Civil Contractors

### Desired requirements:

1. The civil contractor must have minimum 2 years experience in the line/field.
2. The civil contractor/ Firm should have handled works /projects for minimum 8-9 sites of reputed firms/nationalized banks during last 2 years.
3. Consultant /Firm should be based in Indore. Firms empanelled with nationalized banks will be given preference.
4. Firm should have successfully completed projects for more than Rs.15 Lac till date and documentary evidence in support of this must be submitted.

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Indore Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5	Professional Qualifications:			
(a)	of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether registered with CPWD/PWD/Govt. Depts. Empanelled with BOM Indore?			
(d)	If empanelled with other organizations such as <b>Banks /PSU</b> etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. in Lakh	Profit
		31.03.2018		
		31.03.2019		
		31.03.2020		
		Certified copies of last 3 years Balance Sheet, Profit		

		& loss A/C, IT Return be submitted.
8	Registration with Tax Authorities	
	i) Income-Tax - Registration No & (PAN) No.	
	ii) Service tax no.	
	iii) EPF Reg. No.(if applicable)	
	iv) ESI Reg. No. (if applicable)	
	v) TIN / VAT No.	
	vi) WCT Reg. No..(if applicable)	
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience-2 years in civil construction/repair jobs as contractors)
10	Whether ISO certified? Furnish details.	
11	Detailed description and value of works done and works on hand 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 attached)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
14	Key personnel employed :( as per Annex. V as attached)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex.VI attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1. 2.
18	List of Clients, names, phone no.	
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.

## Application Format for Interior / Furniture Contractors

**Basic Scope of work:** The scope of work of Furniture Contractors for Interior Furnishing works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations, masonry, plastering, RCC concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork etc.

### Desired requirements:

1. The furniture contractor must have minimum 2 years experience in the line/field.
2. The furniture contractor/ Firm should have completed works /projects for minimum 8-9 sites of reputed firms/nationalized banks during last 2 years.
3. The furniture contractor /Firm should be based in Indore. Firms empanelled with nationalized banks will be given preference.
4. Firm should have successfully completed projects for more than Rs.50 Lakh till date and Documentary evidence in support of this must be submitted.

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Indore / M P - Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether registered with Empanelled with BOM Indore?			
(d)	If empanelled with other organizations such as <b>Banks /PSU</b> etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. in Lakh	Profit
		31.03.2018		
		31.03.2019		
		31.03.2020		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		

8	Registration with Tax Authorities	
	i) Income-Tax - Registration No & (PAN) No.	
	ii) Service tax no.	
	iii) EPF Reg. No.(if applicable)	
	iv) ESI Reg. No. (if applicable)	
	v) TIN / VAT No.	
	vi) WCT Reg. No..(if applicable)	
9	No. of years of experience in the field-Mention fields of activities.	
10	Whether ISO certified? Furnish details.	
11	Detailed description and value of works done and works on hand 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)	
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.	
14	Key personnel employed :( as per Annex. V as attached)	
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex. VI attached Herewith)	
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.	
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.
		2.
18	List of Clients, names, phone no.	
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.

## Application Format for Electrical Contractors:

### Basic Scope of work:

The scope of work for Electrical Contractors involves internal and external electrification, associated cabling, installation & maintenance of Transformer/DG set / Control panels, earthing, wiring for air-conditioners, telephone wiring, Music system installation, UPS wiring and data cabling, break-down repairs and other allied works.

### Desired requirements:

The Electrical Contractors must have minimum 3 years experience in the line/field.

The Electrical contractor/ Firm should have completed works /projects for minimum 8-9 sites of reputed firms/nationalized banks during last 3 years.

The Electrical contractor /Firm should be based in Indore. Firms empanelled with nationalized banks will be given preference.

Firm should have successfully completed projects for more than Rs.25 lac till date and Documentary evidence in support of this must be submitted.

### Application Format

Category applied for:

Category applied for	Name of the Firm/ Organization			
1	Registered Office			
	Indore / M P Sate - Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Whether <b>PWD license</b> is obtained? If so attach copy of the same.			
	Empanelled with BOM Indore?			
(d)	If empanelled with other organizations such as <b>Banks /PSU</b> etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		
7	Satisfactory evidence	Year	Turnover Rs. in lac	Profit

	to indicate financial capacity	31.03.2018 31.03.2019 31.03.2020		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No..(if applicable)			
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 3 years as electrical contractor)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand 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)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed :(as per Annex. V as attached)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex. VI attached Herewith)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.		
		2.		
18	List of Clients, names, phone no.			
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.

## Application Format for Data Cabling Contractors:

### Basic Scope of work:

The scope of work for Data Cabling Contractors involves laying & installation of Data cable and to establish required connectivity as per the requirement of the bank. The design and installation of structured cabling, Rack Mount systems shall be of high quality, good workmanship, sound engineering practices, and must conform to applicable statutory regulations. Proposed cabling routes through false ceiling / underground / through wall must be identified before start of work. All new copper cabling should be Category 6 compliant. All the I/O trunks, patch panels, patch cords at workstation outlets (trunk points) must be labeled correctly. Proper network cabling diagram should be provided to RITC/GAD/BRANCH office before start of the work.

### Desired requirements:

The Data Cabling Contractors must have minimum 3 years experience in the line/field.

The Data Cabling contractor/ Firm should have completed works /projects for minimum 8-9 sites of reputed firms/nationalized banks during last 3 years.

The Data Cabling contractor /Firm should be based in Indore. Firms empanelled with nationalized banks will be given preference.

Firm should have successfully completed projects for more than Rs.15 lac till date and Documentary evidence in support of this must be submitted.

### Application Format

Category applied for:

Category applied for	Name of the Firm/ Organization	Category applied for:		
1	Registered Office			
	Indore/ M P State - Office			
	Telephone No.			
	Fax No.			
	E-mail			
2	Year of Establishment.			
3	Status of the firm (Whether company / firm / Proprietary)			
4	Name and Qualification of Directors / Partners / Proprietor	Name	Designation & Qualification	Mobile No.
5 (a)	Professional Qualifications: of the Proprietor/Partners/Directors			
(b)	In case of company/firm, whether registered with the Registrar of Companies /Registrar of firms. If so, mention number & date. (Also enclose copy of Registration / Articles and Memorandum of Association)			
(c)	Empanelled with BOM Indore?			
(d)	If empanelled with other organizations such as <b>Banks /PSU</b> etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers.	Name of the bank:		
		Name of the branch:		
		Phone Nos.:		
		Contact person phone no.		



7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. in lac	Profit
		31.03.2018		
		31.03.2019		
		31.03.2020		
		Certified copies of last 3 years Balance Sheet, Profit & loss A/C, IT Return be submitted.		
8	Registration with Tax Authorities			
	i) Income-Tax - Registration No & (PAN) No.			
	ii) Service tax no.			
	iii) EPF Reg. No.(if applicable)			
	iv) ESI Reg. No. (if applicable)			
	v) TIN / VAT No.			
	vi) WCT Reg. No..(if applicable)			
9	No. of years of experience in the field-Mention fields of activities.	(Minimum Experience- 3 years as electrical contractor)		
10	Whether ISO certified? Furnish details.			
11	Detailed description and value of works done and works on hand 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)			
13	Whether any Civil suit / Litigation arisen in the projects executed during last 10 years / being executed now. If yes, please furnish details.			
14	Key personnel employed :(as per Annex. V)			
15	Infrastructure of the firm viz. office space, office equipment.(as per Annex. VI attached Herewith)			
16	Whether related to any staff member of Bank of Maharashtra. If yes, please elaborate.			
17	Please give reference with address and telephone no. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.	1.		
		2.		
18	List of Clients, names, phone no.			
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.

**ANNEXURE – 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.

**ANNEXURE – 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.

**ANNEXURE – III**

**PARTICULARS OF WORKS ON HAND FROM BANKS**

SR.No.	Name of Work / Project being 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 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.

**ANNEXURE – IV**

**PARTICULARS OF WORKS ON HAND FROM 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.

**ANNEXURE – V**

**KEY PERSONNEL PERMANENTLY EMPLOYED**

SR. No.	Name	Designation	Qualifications	Experience	Years with the firm	Name of project handled costing over Rs.20 lac	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: Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per brochure.

**ANNEXURE – VI**

**DETAILS OF INFRASTRUCTURES 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 used for planning, estimating, execution, supervision etc.		
7	Reference books used for estimates / rate analysis etc.		
8	Subscription to magazines, journals, institutes of technical nature.		
9	Any other information		

Signature and Seal of Applicant

**Note:** Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per procedure.

## **DECLARATION BY THE APPLICANT**

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 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 Organisation.