

**BANK OF MAHARASHTRA  
MUMBAI NORTH ZONE**



**APPLICATION FOR**  
**EMPANELMENT OF**  
**ARCHITECTS / CONTRACTORS**  
**(CIVIL / FURNITURE / ELECTRICAL / LAN) FOR ITS**  
**BRANCHES & OFFICES OF**  
**MUMBAI NORTH ZONE**

Date of Issue: 01.12.2023

Last Date of Submission 21.12.2023

Venue Bank of Maharashtra, Yashomangal Building, Plot No.632  
North Zonal Office, Bandra East, Gandhinagar, Mumbai 400 051

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**Bank of Maharashtra, Mumbai North Zonal Office, Yashomangal Building, Plot No.632, Gandhinagar, Bandra East, Mumbai-400051** is in the process of empanelling Architects & Architects / Contractors in the field of civil, interior, general electrical maintenance work, LAN Architects / Contractors and empanelment of professionals like architects for its branch offices of MUMBAI NORTH ZONE. Zone consists of 44 branches in Mumbai City.

Application forms are invited for empanelment from reputed Architects / Contractors having valid registration with CPWD/MES/PSUs/Nationalized Banks/ Govt. Sector/IDRBT, in appropriate class.

Architects / Contractors / suppliers / professionals/vendors shall apply for empanelment in prescribed format. Tender forms are available at the address i.e. **Bank of Maharashtra, Mumbai North Zonal Office, Yashomangal Building, Plot No.632, Gandhinagar, Bandra East, Mumbai-400051** and can also be downloaded from the banks website - [www.bankofmaharashtra.in/tender](http://www.bankofmaharashtra.in/tender).

#### **General Terms and Conditions:**

1. Intending Architects / Contractors /professional/vendors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma for considering their names for empanelment.
2. The Architects / Contractors / professionals applying for electrical works should have valid electrical licenses issued by electrical inspectorate / Electricity Board in appropriate class.
3. The Architects / Contractors /professional/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 which is nonrefundable. Photocopies of the format can be used for the same.
4. Bank of Maharashtra shall approach the Contractor's / Professional's / vendor's clients, corporations, organizations, etc. to verify their general reputation / competence.

5. Selection of Architects / 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.
8. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
9. Information furnished to Bank will be kept as strictly confidential.
10. Decision of Bank of Maharashtra regarding selection of Architects / Contractors for empanelment will be final and binding and no further correspondence will be entertained. Architects / Contractors empanelled will be informed by separately.
11. Intending Architects / Contractors are requested to read the proforma carefully before filling the particulars.
12. Incomplete applications will not be considered.
13. Information / details furnished by selected Architects / Contractors / suppliers Manufacturers 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 Architects / Contractors / suppliers / professionals/vendors can be cancelled immediately.
14. Where copies of documents are required to be furnished, these should be certified copies.
15. Cost of the application form is **Rs.1000.00** which is non-refundable & to be paid by way of Pay Order / Demand Draft favoring Bank of Maharashtra **payable at Mumbai** for each category.

16. Application form is non-transferable.
17. Empanelment of the firm will be valid only for 3 years, if selected.
18. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
19. 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.
20. Completed empanelment document shall be submitted to the **Bank of Maharashtra, Mumbai North Zonal Office, Yashomangal Building, Plot No.632, Gandhinagar, Bandra East, Mumbai-400051 till 21.12.2023 by 5.00 p.m.**

Each application/form must accompany Pay Order / Demand Draft favoring Bank of Maharashtra payable at Mumbai for **Rs.1000/-**

21. **It is necessary that Architects / Contractors / professionals/vendors must have office in Mumbai.**

PRE-QUALIFICATION INCLUDING BIO-DATA  
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 (Head 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)

III)

IV)

V)

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 )

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 : Enclosed / Not enclosed  
And Profit & Loss A/c for the last 3 years  
As Annexure 4A, 4B, 4 C  
2020-21, 2021-22, 2022-23

6. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

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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 **5**  
years.

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

10. Name & relation, if any, with the **staff** :  
**member of Bank of Maharashtra.**  
Please give his 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. Please note that without the copies of certificates, your application is liable to be rejected. Please refer cl no.12 of Empanelment of contractors.

### 12. Details of work on hand

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 lakhs)	Income-tax paid	VAT paid Rs.	Service Tax paid
1					
2					
3					
4					
5					

(Copies of income-tax returns / assessment orders for each year to be enclosed as proof of work execution).

15. List of equipment / machinery owned:

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

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

Sr. No.	Name of the activity	Work for which empanelment is sought
1	<p><b>Furniture work / Furnishing work of all types.</b></p> <p>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</p>	
2	<p><b>Civil work</b></p> <p>(Civil repairs including new work, Currency chest construction, Structural rehabilitation of building, painting/polishing, fabrication, Sanitary &amp; plumbing, Waterproofing with guarantee).</p> <p>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</p>	

3	<p><b>Electrical / LAN work</b> (new wiring for work stations in new premises 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</p>	
4	<p><b>Architects</b> -Scope of work include preparation of plans/detail drawings, estimate of costs, scrutiny of tenders, preparation of comparative charts, recommendations, rate analysis, supervision, certification of work &amp; bills 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</p>	

**17. PRE-QUALIFICATION CRITERIA:**

**For suppliers of Furniture items/Electrical items/Office Machinery/spares etc.**

Sr. No.	Criteria	Weightages	Self-rating marks
1	<p><b>For works at Sr. Nos. 1 to 3(A: Architects / Contractors )</b></p> <p>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</p> <p>Should have executed one similar work of <b>50%</b> of the value indicated for the category for which registration is sought during last 3 years OR</p> <p>Should have executed one similar work of <b>40%</b> of the value indicated for the category for which registration is sought during last 3 years OR indicated for the category for which registration is sought during last 3 years</p>	35	
2	<p><b>For works at Sr. Nos. 1 to 3(A: Architects / Contractors )</b></p> <p>Average turnover for the last three years shall be Category A –Rs.25.00 lacs Category B –Rs. 20.00 lacs</p>	20	

	Category C –Rs. 15.00 lacs Category D –Rs. 5.00 lacs		
3	<b>For works at Sr. Nos. 1 (4: Consultants)</b>  The consultant shall have successfully completed the project or projects cumulative to the cost of category in which applied. 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	
4	<b>For A: Architects / Contractors</b>  Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months) For Work at Sr. No. 1 to 7 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	
5	<b>(A: Architects / Contractors &amp; B: Consultants)</b> The firm must have full set up of office in Karnataka State. If they don't have then marks allotted will be zero.	10	
6	<b>The firm must have qualified personnel Sr. no. 1 to 4 ( A: Architects / Contractors )</b> Minimum qualified personnel: 04 Sr. no. 1 to 4 : Consultants Minimum qualified personnel: 02	10	
7	<b>Empanelment in Govt./Semi Govt./PSU/PSB organizations:</b>	10	
	Total	110	

Architects / 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.**

18. LIST OF ENCLOSURES:

Sl No.	PARTICULARS	TICK IF ENCLOSED
1	Certificate of registration of Company / partnership deed.	
2	Certificates of registration with Income Tax authorities.	
3	Certificates of registration with G S authorities.	
4	Certificates of registration with EPF authorities.	
5	Certificates of registration with ESI authorities.	
6	Certificates of registration with VAT / TIN authorities.	
7	Solvency Certificate.	
8	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
9	Certificates of Registration with Govt. / Public Sector / Banks.	
10	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
11	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
12	Copies of income-tax returns / assessment orders for previous three 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 proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in Selection of Architects / Contractors 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.

FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT

To  
The Zonal Manager,  
Bank of Maharashtra,  
Mumbai North Zonal Office,  
Yashomangal Bldg, Plot No.632,  
Gandhinagar, Bandra East,  
Mumbai 400 051

We hereby confirm and declare that we, M/s \_\_\_\_\_ is not blacklisted/De-registered/debarred by any Government department/Public Sector Undertaking/Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.

For \_\_\_\_\_

Authorised Signatory

Date: