

 <p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्योग <i>एक परिवार एक बैंक</i></p> <p><small>प्रधान कार्यालय : 'लोकमंगल', 1501, शिवाजीनगर, पुणे - 411005. H. O.: 'Lokmangal', 1501, Shivajinagar, Pune - 411005.</small></p>	<p>लुधियाना अंचल कार्यालय/ Ludhiana Zonal Office बैंक ऑफ महाराष्ट्र /Bank of Maharashtra पहली मंजिल, जय करतार भवन /1st Floor, Jai Kartar Bhawan, फिरोजपुर रोड, लुधियाना /Ferozpur Road, Ludhiana पंजाब – 141001/Punjab - 141001 Tel : 0161-2775883</p>	
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Request for Proposal (RFP)

For

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

In LUDHIANA ZONE.

**BANK OF MAHARASHTRA, LUDHIANA ZONE
First Floor, Jai Kartar Bhawan, Ferozpur Road,
LUDHIANA-411001**

Cost of Tender Document **Rs 1,000/- (Non-refundable)**

Date of Issue: 14/09/2024

Last Date of submission: 30/09/2024 at 05:00 PM

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**Notice for Empanelment of Contractors for
Interior / Furnishing / Electrical/Data Cabling work**

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

The interested parties may collect the empanelment formats from Bank of Maharashtra, Zonal Office, Ludhiana, 1st Floor, Jai Kartar Bhawan, Near Circuit House, Ludhiana - 141001 or the empanelment forms can be downloaded from our website www.bankofmaharashtra.co.in

1. Cost of empanelment Document/Form: Rs. 1000/- (Rs. One Thousand only-non-refundable) to be paid in the form of Demand Draft /PO favouring ‘Bank of Maharashtra’ payable at Ludhiana.
2. Date of Issue of empanelment notice. : 14.09.2024
3. Last date of submitting the empanelment Application : 30.09.2024 **up to 5.00 p.m.**
Bank of Maharashtra, Zonal Office, Ludhiana, 1st Floor, Jai Kartar Bhawan, Near Circuit House, Ludhiana – 141001
4. Date of opening of empanelment Application : 01/10/2024 at 11:00 AM
5. 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 than DD/PO of Rs.1000/- being application money should be submitted in a separate cover along with application.
6. Bank of Maharashtra reserves the right to reject any or all empanelment applications without assigning any reason whatsoever.

Place: Ludhiana
Date : 13.09.2024

Zonal Manager
Ludhiana Zone

GENERAL INSTRUCTIONS FOR EMPANELMENT

Bank of Maharashtra Ludhiana 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 Interior / Furnishing / Electrical/Data Cabling work 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 the purpose of submitting the application for empanelment along with prescribed fee which is non refundable. Application forms are also available at above-mentioned address of our ZO between 11.00 am to 3.00 p.m. on all working days except Sundays & holidays (from 14.09.2024 to 28.09.2024)

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.

Cost of the application form is Rs.1000.00/- which is not refundable & to be paid by way of Pay Order/Demand Draft favoring Bank of Maharashtra payable at Ludhiana. Application form is not transferable.

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 before 5.00 pm on 30.09.2024 to the Zonal Manager, Bank of Maharashtra, Zonal Office, Ludhiana. The application shall not be accepted by post / courier. If downloaded from the internet, each application/form must accompany Pay Order / Demand Draft favoring Bank of Maharashtra payable at Ludhiana for Rs.1000/-.

It is necessary that professional/ contractors/vendors must have full office set up at Punjab / Jammu & Kashmir or a full-fledged branch office at Punjab / Jammu & Kashmir if its head/registered office is somewhere else. Preference will be given to Punjab / Jammu & Kashmir based professional/ contractors/vendors who are on the panel of Nationalized/Public Sector Banks in Punjab / Jammu & Kashmir.

PRE-QUALIFICATION CRITERIA: FOR CONTRACTORS.

Category A – Up to Rs.25 Lakh/ Category B – Up to Rs.15 Lakh/ Category C – Up to Rs. 5 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	Work Executed/Capacity assessment	25		
	Should have executed one similar work of 80% of the value indicated for the category for which registration is sought during last 2 years OR			
	Should have executed two similar works of 50% 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.			
2	Financial Capacity/Average turnover for the last three years shall be 30% 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 profit for at least two years during the last three years.	05		
4	Should have submitted solvency certificate 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	Easy Availability/The firm must have full set up of office in Punjab / Jammu & Kashmir	15		
6	Work quality/The firm must have qualified personnel	10		
	Category A -- Minimum qualified personnel-10			
	Category B -- Minimum qualified personnel-06			
	Category C -- Minimum qualified personnel-03			
	Category D -- Minimum qualified personnel-01			
7	Experience in the field.	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	Standing/Empanelment with Nationalised bank (preferably in Punjab / J&K Marks -10 Empanelment with PSU Marks -08 Empanelment with Govt. Agencies/dept Marks -05 Empanelment with BOM Punjab / J&K Marks- 10	10		
9	PAN Marks- 02 GST Marks- 03	5		
	Total Marks	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 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:

- The furniture contractor must have minimum 2 years experience in the line/field.
- The furniture contractor/ Firm should have completed works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 2 years.
- The furniture contractor /Firm should be based in Punjab / Jammu & Kashmir. Firms empanelled with nationalized banks will be given preference.
- 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			
	Punjab / J&K 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			
(d)	Empaneled with BOM			
(e)	If empanelled with other organizations such as Banks /PSU 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
		31.03.2022		
		31.03.2023		
		31.03.2024		
		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 8-10 sites of reputed firms/nationalized banks during last 3 years.
- The Electrical contractor /Firm should be based in Punjab / Jammu & Kashmir. 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			
	Punjab / J&K 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 PWD license is obtained? If so attach copy of the same.			
(d)	Empaneled with BOM			
(e)	If empanelled with other organizations such as Banks /PSU 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	31.03.2022 31.03.2023 31.03.2024		
		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 8-10 sites of reputed firms/nationalized banks during last 3 years.
- The Data Cabling contractor /Firm should be based in Punjab / Jammu & Kashmir. 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			
1	Registered Office			
	Ludhiana 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 PWD license is obtained? If so attach copy of the same.			
(d)	Empaneled with BOM			
(e)	If empanelled with other organizations such as Banks /PSU 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
		31.03.2022		
		31.03.2023		
		31.03.2024		
		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.