



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Bank of Maharashtra
Ernakulam Zone

Invites
Application for

EMPANELMENT OF CONTRACTORS (FURNITURE/INTERIOR, CIVIL & REPAIRS, ELECTRICAL) AND CONSULTANTS (ARCHITECTS, ELECTRICAL CONSULTANTS, CIVIL/STRUCTURAL CONSULTANTS, STRUCTURAL AUDITORS/ ELECTRICAL & ENERGY AUDITORS) AND MANUFACTURERS/ DEALERS/ SUPPLIERS OF CCTV/FIRE ALARM/BURGLARY ALARM/FIRE EXTINGUISHERS, AIR-CONDITIONING SYSTEMS, SIGN BOARDS & SCRAPS.

Date of issue: 28.09.2023

Last Date of Submission: 12.10.2023

BANK OF MAHARASHTRA

Empanelment of Contractors/Consultants/ Manufacturers and Suppliers/Scrap dealers

Bank of Maharashtra proposes to empanel the Contractors/Consultants/Manufacturers and suppliers/scrap dealers for existing offices at various locations in Ernakulam Zone. **The centres would be located in different location in the State of Kerala/ Lakshadweep/ Mahe (Kerala/ Puducherry).**

Bank would empanel Contractors/Consultants/Manufacturers and suppliers/scrap dealers for Ernakulam Zone. The works which are proposed in different locations of State of Kerala/ Lakshadweep/ Mahe (Kerala/ Puducherry) where Bank's Offices/premises are located and only those applicant who are capable of carrying out works in aforesaid locations only need to submit their application.

The empanelment will be applicable initially for the period of Two years from the date of empanelment. However, Bank has discretion to extend the empanelment period for further one year on same terms and conditions.

The Contractors/Consultants/Manufacturers and suppliers/scrap dealers satisfying the pre-qualification criteria will be empanelled for the Ernakulam Zone, subject to meeting their eligibility criteria.

Bank at its discretion shall verify the offices of the applicants. The Contractors/ Consultants/ Manufacturers and suppliers/ scrap dealers are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Number of employees, Experience etc. as indicated in the application format given in Bank's website.

The Contractors, who fulfil the above criteria, may download the application Form, from Bank of Maharashtra website www.bankofmaharashtra.in under **Notices - Tenders**. The application forms duly completed in all respects giving the aforesaid information are required to be addressed to the officer as indicated below and should be **enclosed in a sealed cover** super scribing in the top left hand corner of the cover as **"Application for Empanelment of Contractors / Consultants / Manufacturers and suppliers / scrap dealers in Ernakulam Zone"** and to be submitted for the purpose on or before **12.10.2023** at the following address:

Zonal Manager
Ernakulam Zone
IInd Floor GK Arcade,
Palarivattom Bypass Jn, Vennala P.O
Ernakulam 682028

The sealed cover should necessarily be submitted at aforesaid location only. Bank reserves the right to reject any or all the applications without assigning any reasons thereto and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason thereto.

Zonal Manager
Ernakulam Zone

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

Bank of Maharashtra is in the process of Empanelment of Contractors (Furniture /Civil & Repairs /Electrical) And Consultants (Architects, Electrical Consultants, Civil/Structural Consultants, Interior Consultant/Designer, Structural auditors /Energy Auditors) And Manufacturers and Suppliers of (Modular Furniture, Wooden Furniture, Electrical Items, Office Equipment, CCTV/FIRE ALARM/BURGLARY ALARM/FIRE EXTINGUISHERS, Air Conditioning Systems, SIGN BOARDS) & Scrap Dealers.

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

Contractors/ suppliers /professionals/ consultants/ vendors shall apply for empanelment in prescribed format. The tender document is available on our website "www.bankofmaharashtra.in" under notices Tenders. The interested applicant shall download the tender and submit their application as per the eligibility. Applicant has to submit the tender along with **prescribed fee of Rs.1000/-** which is non-refundable. No hard copy will be issued in any case.

1. Intending contractors/professional/consultants/vendors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Proforma for considering their names for empanelment.
2. The Contractors/professional/consultants/vendors should have minimum three years of experience in the respective field. The contractors/professionals/consultants applying for electrical works should have valid electrical licenses issued by electrical inspector or any Govt. authorized authority or Dept. etc.
3. The contractors/professional/consultants/vendors who intend to apply for more than one category have to apply for each category separately using the same application form by paying requisite fee for each application which is non-refundable. The applicant shall note that the information relevant to the category under which they want to apply shall be applicable and same shall be filled correctly. Wherever information is not relevant to the category, shall be written as Not-applicable.
4. Bank of Maharashtra may approach the Contractor's/ Professional's/ consultants/ vendor's clients, corporations, organizations, etc. to verify their general reputation / competence/ credentials etc.
5. The Sign Boards of approved makes shall only be eligible for empanelment: 3M, Avery, Avlon and LG.
6. The electrical contractors must mandatorily possess a valid A Grade CONTRACTOR LICENSE from the local competent authority for empanelment.
7. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.

8. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
9. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for the works in the lower category also.
10. If the space provided in the Proforma is insufficient for giving full details, the same may be given on a separate sheet of paper. Information furnished to Bank will be kept as strictly confidential.
11. Decision of Bank of Maharashtra regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed separately.
12. Intending contractors/consultants/vendors/manufacturers are requested to read the Proforma carefully before filling the particulars.
13. Incomplete applications will not be considered.
14. Informations/ details furnished by selected Contractors/ suppliers/ professionals/ vendors, if found to be false at any time in future or any information affecting empanelment is willingly/ unwillingly withheld, if come to the notice of the Bank at any point of time, the empanelment of Contractors/ suppliers/ professionals/ vendors can be cancelled immediately.
15. Wherever required, only certified copies should be submitted. The completion certificate shall be from main clients only. Work order copy without completion certificate will not be considered as a proof of the completed work. The completion certificate submitted by subcontractor or obtained from Architect will be not be considered valid.
16. Cost of the application form is Rs.1000/- which is not refundable & to be paid by way of Demand Draft favouring "Bank of Maharashtra" payable at Ernakulam.
17. Application form is not transferrable.
18. The Contractor / Consultant / Manufacturer and Supplier should have a registered HEAD OFFICE at Kerala/ Mahe. Any other permanent office / back office shall not be considered as valid for empanelment.
19. Empanelment of the firm, if selected, will be valid only for 2 years and extendable further period of 01 year subject to satisfactory performance of the contractor/consultant.
20. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
21. 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.

22. Completed empanelment document shall be submitted in person up to **5 pm** on or before **12.10.2023** to the Zonal Manager, Ernakulam Zone, Bank of Maharashtra, Zonal Office Ernakulam, 2nd Floor GK Arcade, Palarivattom Bypass Jn., Vennala P.O, Ernakulam 682028. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs.1000/- favouring Bank of Maharashtra and payable at Ernakulam. The application form submitted at any other Dept. or dropped in any box and if not received within stipulated time will be summarily rejected.
23. It is necessary that Contractors / suppliers / professionals/consultants/vendors/manufacturers must have permanent **office at Kerala/ Mahe or a full-fledged branch office at Kerala & capital cities, if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Kerala/ Mahe.** If Contractors doesn't have office/branch office at Kerala/ Mahe they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.
24. The successful applicant/s will have to execute separate agreement with Bank & all the costs and applicable stamp duties will have to be borne by the applicant.
25. The successful applicant/s will have to submit Police Verification Certificate during execution of agreement with Bank.
26. Empanelment does not guarantee/ ensure/entitle you the right to get the work order or awarding of any contract/supply. Bank's laid down norms / CVC guidelines will be followed for placing orders towards contracts/works, after inviting sealed tenders etc. in the usual manner.
27. Various registration certificates applicable such as GST, ESIC, EPF, Labour license etc. need to be renewed in time and renewed copies of the same should be submitted to us for our record. Non – Compliance of the same shall lead to termination of empanelment.
28. Necessary provisions as applicable under various laws should be complied with and Bank will be in no way responsible for any default on your behalf in this regard.
29. Your services may be availed by the Bank for work/s at any of offices/branches in and around North Eastern states.
30. Under no circumstances you should use any legend, logo containing Bank's name OR symbol in your letter head, sign boards, name plates, visiting cards etc. on empanelment.
31. Bank will review your performance periodically and based on the satisfactory performance, your empanelment will remain effective.
32. Bank reserves the right to remove your name/ de-panel you at any time during this period by issuing one-month notice and bank is at liberty to assign or not to assign any reason there for.