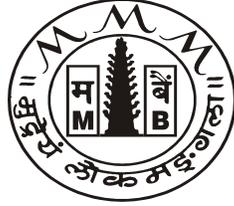


BANK OF MAHARASHTRA
KOLHAPUR ZONE



APPLICATION
FOR EMPANELMENT OF
PROFFESIONALS AND CONTRACTORS

AT
KOLHAPUR ZONAL OFFICE,
517/A/1, "MAHABANK BUILDING",
KAWALA NAKA, KOLHAPUR- 416001

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Notice For Empanelment of Professionals/Contractors & Service Providers

Bank of Maharashtra Kolhapur Zonal Office, 517/A/1, Mahabank Building, Kawala Naka, Kolhapur- 416001 is in the process of preparing panel of Professionals/Contractors & Service providers and invites sealed applications from eligible Professionals/Contractors & Service providers in the field of Electrical/Furniture/Interior, Maintenance work, and professionals like Architects for empanelment.

1. The interested parties may collect the empanelment formats from Bank of Maharashtra Kolhapur Zonal Office, 517/A/1, Mahabank Building, Kawala Naka, Kolhapur- 416001 or the empanelment forms can be downloaded from our website www.bankofmaharashtra.in
2. Date of Issue of empanelment notice. : 02.11.2015
3. Last date of submitting the empanelment Application: 16.11.2015 **up to 2:00 p.m.** at Bank of Maharashtra Kolhapur Zonal Office, 517/A/1, Mahabank Building, Kawala Naka, Kolhapur- 416001.
4. Date of opening of empanelment Application: 16.11.2015 at **4.00 PM**. The Bidder may remain present at the time of opening of the empanelment form.
5. Sealed empanelment Application should be submitted super scribing the work/purpose "Empanelment for _____ work".
6. Pre Bid Meeting : on 07.11.2015 at 3.30 p.m. at the above address
7. Bank of Maharashtra reserves the right to reject any or all empanelment applications without assigning any reason whatsoever.

Place: Kolhapur
Date: 02.11.2015

Zonal Manager
Kolhapur Zone

EMPANELMENT OF PROFESSIONALS/CONTRACTORS

Bank of Maharashtra 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 electrical /furniture/interior, maintenance work and professionals like Architects for empanelment, having valid registration with Nationalized Banks or CPWD/ MES/ PSUs/ Govt. Sector/ IDRBT, in appropriate class.

Professionals/Contractors & Service providers shall apply for empanelment in Prescribed format. The application forms/ document is also available on our website "www.bankofmaharashtra.in". This can be used for purpose of submitting the application for empanelment. Application forms are also available at above-mentioned address i.e. Bank of Maharashtra Kolhapur Zonal Office, 517/A/1, Mahabank Building, Kawala Naka, Kolhapur- 416001 between 11.00 am to 3.00 p.m. on all working days except Sundays & holidays (from 02.11.2015 to 13.11.2015)

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 five 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. 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.

Decision of Bank of Maharashtra regarding selection of professional/ contractors /vendors for empanelment will be final and binding and no further correspondence will be entertained. Professional/ contractors /vendors empanelled will be informed separately.

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 up to **2:00 pm** on or before 16.11.2015 to the Zonal Manager, Bank of Maharashtra Kolhapur Zonal Office, 517/A/1, Mahabank Building, Kawala Naka, Kolhapur- 416001. The application shall not be accepted by post / courier.

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

PRE-QUALIFICATION CRITERIA: FOR CONTRACTORS.

Category A – Up to Rs.50 lac/ Category B – Up to Rs.15 lac/ Category C – Up to Rs.05 lac/
Category D – Below Rs.05 lac

For works Furniture/Electrical

Category Applied for:

S.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 3 years OR			
	Should have executed two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years OR			
	Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 3 years OR			
	For works below Rs.5.00 lac, three similar works of Rs.1.00 lac each during last 3 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.17.00 lac			
	Category B Rs. 04.50 lac			
	Category C Rs. 01.50 lac			
	Category D Rs. 00.50 lac			
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.17.00 lac			
	Category B Rs. 05.00 lac			
	Category C Rs. 01.50 lac			
	Category D Rs. 00.15 lac			
5	Easy Availability /The firm must have full set up of office in Kolhapur	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 Nationalized bank (preferably in Kolhapur) Marks -10	10		

	Empanelment with PSU	Marks -08			
	Empanelment with Govt. Agencies/dept	Marks -05			
	Empanelment with BOM Kolhapur	Marks- 10			
9	PAN	Marks- 02	05		
	Service Tax Registration	Marks- 02			
	WCT/TIN/VAT/EPF Registration	Marks- 01			
	TOTAL MARKS		100		

NOTE: 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.**

PRE-QUALIFICATION CRITERIA: FOR PROFESSIONALS

Category A – Up to Rs.50 lac/ Category B – Up to Rs.15 lac/ Category C – Up to Rs.05 lac/
Category D – Below Rs.05 lac

Architects:

Sr. No.	Criteria	Marks Allotted	Self rating marks	Bank's assessment	
1	Work Executed/Capacity assessment	25			
	Should have served as consultant/executed one similar work of 80% of the value indicated for the category for which registration is sought during last 3 years OR				
	Should have served as consultant /executed two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years OR				
	Should have served as consultant /executed three similar works of 40% of the value indicated for the category for which registration is sought during last 3 years OR				
	For works below Rs.5.00 lac, three similar works of Rs.1.00 lac each during last 3 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.17.00 lac				
	Category B Rs. 05.00 lac				
	Category C Rs. 01.50 lac				
	Category D Rs. 00.50 lac				
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.17.00 lac				
	Category B Rs. 05.00 lac				
	Category C Rs. 01.50 lac				
	Category D Rs. 00.15 lac				
5	Easy Availability /The firm must have full set up of office in Kolhapur	15			
6	Work quality/The firm must have qualified personnel	10			
	Category A – Minimum qualified personnel-5				
	Category B -- Minimum qualified personnel-03				
	Category C - Minimum qualified personnel-02				
	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 Nationalized bank (preferably in Kolhapur)	10			
	Empanelment with PSU				Marks- 10
	Empanelment with Govt. Agencies/dept				Marks -08
	Empanelment with BOM Kolhapur				Marks -05
		Marks- 10			
9	PAN	05			
	Service Tax Registration				Marks- 02
	WCT/TIN/VAT/EPF Registration				Marks- 01

	Total Marks	100		
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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 prequalification & 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:

Architects should be practicing architect in their respective fields with more than 5 years experience.

Architect on panel of nationalized banks are preferred.

Architect should be based in Kolhapur. Architect should have successfully completed projects worth Rs.50 Lac & more till date and Documentary evidence in support of this must be submitted.

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Kolhapur 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 and 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 Banks /PSU etc. Furnish their names, class and date of registration (attach copy of registration, if any)			
6	Name of the bankers	Name of Bank:		
		Name of Branch:		
		Phone Nos.:		
		Contact Person Phone No.:		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. In lacs	Profit
		31.03.2013		
		31.03.2014		
		31.03.2015		
		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. Mention fields of activities	(Minimum experience- 5 Years)
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 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)	
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	
18	List of clients-name, address, 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

PROFORMA – 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.

PROFORMA – 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.

PROFORMA – III

PARTICULARS OF WORKS ON HAND FROM BANKS

SR. No.	Name of Work / Project with name & address of the client Bank.	Short description of work	Name & Address of Owner / Consultant	Value of work to be executed	Stipulated time of completion	Expected 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.

PROFORMA – IV

PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS

SR. No.	Name of Work / Project with name & address of the client.	Short description of work	Name & Address of Owner / Consultant	Value of Work to be executed	Stipulated time of completion	Expected time of completion	Copy of Work Order 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 lakhs	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: 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 – VI

Details of Infrastructure 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/s used for planning, estimation, execution, supervision etc.		
7	Reference books used for estimates / rate analysis etc. Information		
8	Subscription to magazines, journals from institutes of technical nature		
9	Any other		

Signature of the Applicant

Application Format for Furniture Contractors:

Basic Scope of work:

The scope of work of Furniture Contractors for Interior Furnishing works mainly involves erection of partitions, counters, panelling, 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 5 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 3 years.

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

Firm should have successfully completed projects for more than Rs.100 lac till date and Documentary evidence in support of this must be submitted.

Application Format

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Kolhapur 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 and 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 Empanelled with BOM Kolhapur			
d.)	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 Bank:		
		Name of Branch:		
		Phone Nos.:		
		Contact Person Phone No.:		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover	Profit

		Rs. In lacs
		31.03.2013
		31.03.2014
		31.03.2015
		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. Mention fields of activities	(Minimum experience- 5 Years)
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 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)	
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	
18	List of clients-name, address, 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.

PROFORMA – 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.

PROFORMA – 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.

PROFORMA – III

PARTICULARS OF WORKS ON HAND FROM BANKS

SR. No.	Name of Work / Project with name & address of the client Bank.	Short description of work	Name & Address of Owner / Consultant	Value of work to be executed	Stipulated time of completion	Expected 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.

PROFORMA – IV

PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS

SR. No.	Name of Work / Project with name & address of the client.	Short description of work	Name & Address of Owner / Consultant	Value of Work to be executed	Stipulated time of completion	Expected time of completion	Copy of Work Order 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 lakhs	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: 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 – VI

Details of Infrastructure 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/s used for planning, estimation, execution, supervision etc.		
7	Reference books used for estimates / rate analysis etc. Information		
8	Subscription to magazines, journals from institutes of technical nature		
9	Any other		

Signature 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 5 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 Kolhapur. Firms empanelled with nationalized banks will be given preference.

Firm should have successfully completed projects for more than Rs.100 lac till date and Documentary evidence in support of this must be submitted.

Application Format

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Kolhapur 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 and 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 PWD license is obtained? If so attach copy of the same			
	Empanelled with BOM Kolhapur			
d.)	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 Bank:		
		Name of Branch:		
		Phone Nos.:		
		Contact Person Phone No.:		

7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. In lacs	Profit
		31.03.2013		
		31.03.2014		
		31.03.2015		
		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. Mention fields of activities	(Minimum experience- 5 Years)		
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 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)			
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			
18	List of clients-name, address, 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.

PROFORMA – 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.

PROFORMA – 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.

PROFORMA – III

PARTICULARS OF WORKS ON HAND FROM BANKS

SR. No.	Name of Work / Project with name & address of the client Bank.	Short description of work	Name & Address of Owner / Consultant	Value of work to be executed	Stipulated time of completion	Expected 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.

PROFORMA – IV

PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS

SR. No.	Name of Work / Project with name & address of the client.	Short description of work	Name & Address of Owner / Consultant	Value of Work to be executed	Stipulated time of completion	Expected time of completion	Copy of Work Order 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 lakhs	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

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ANNEXURE – VI

Details of Infrastructure 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/s used for planning, estimation, execution, supervision etc.		
7	Reference books used for estimates / rate analysis etc. Information		
8	Subscription to magazines, journals from institutes of		

	technical nature		
9	Any other		

Signature of the Applicant

Application Format for Air-conditioning Contractors/Suppliers

Basic Scope of work:

The scope of work of Air-conditioning Contractors / Vendors involves supply and installation & maintenance of Window ACs, Split ACs, Multi-split ACs, Ductable splits ACs, VRF systems, centralized air-conditioning plants and necessary cabling, conduits/pipes & ducting. The works shall also include executing AMCs for the respective works.

The air-conditioners unit suppliers or the manufacturers / suppliers of window units, split unit, ductable split, VRF/centralized AC plants, package air-conditioners who are authorized dealers in Kolhapur may also apply.

Desired requirements:

The Air-conditioning Contractors / Vendors must have minimum 5 years experience in the line/field.

The Air-conditioning Contractors / Vendors / Firm should have completed works /projects for minimum 8- 10 sites of reputed firms/nationalized banks during last 3 years.

The Air-conditioning Contractors / Vendors /Firm should be based in Kolhapur. Firms empanelled with nationalized banks will be given preference. The Authorized dealers of AC manufactures with good standing, experience and reputation will be preferred.

Firm should have successfully completed projects for more than Rs.100 lac till date and Documentary evidence in support of this must be submitted.

Application Format

Applied for empanelment as AC Contractor or AC Supplier

Category applied for:

1	Name of the Firm/ Organization			
	Registered Office			
	Kolhapur 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 and 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 Authorized dealers of AC manufacturer? If so attach copy of the same.			
	Empanelled with BOM Kolhapur			
d.)	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 Bank:		
		Name of Branch:		
		Phone Nos.:		
		Contact Person Phone No.:		
7	Satisfactory evidence to indicate financial capacity	Year	Turnover Rs. In lacs	Profit
		31.03.2013		
		31.03.2014		
		31.03.2015		
		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. Mention fields of activities	(Minimum experience- 5 Years)		
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 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)			
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			
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Signature of the Applicant

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PROFORMA – II

PARTICULARS OF WORKS EXECUTED FOR OTHER CLIENTS

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Signature of the Applicant

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PROFORMA – III

PARTICULARS OF WORKS ON HAND FROM BANKS

SR. No.	Name of Work / Project with name & address of the client Bank.	Short description of work	Name & Address of Owner / Consultant	Value of work to be executed	Stipulated time of completion	Expected time of completion	Copy of Work Order from the Bank.
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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.

PROFORMA – IV

PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS

SR. No.	Name of Work / Project with name & address of the client.	Short description of work	Name & Address of Owner / Consultant	Value of Work to be executed	Stipulated time of completion	Expected time of completion	Copy of Work Order from the Client.
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Signature of the Applicant

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7	Reference books used for estimates / rate analysis etc. Information		
8	Subscription to magazines,		

	journals from institutes of technical nature		
9	Any other		

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 procedure.

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 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:

Date:

Signature

Name & Designation

Seal of Organization