

**BANK OF MAHARASHTRA**  
**GOA ZONE**



**APPLICATION**  
**FOR**

**EMPANELMENT OF SUPPLIERS OF VARIOUS**  
**GOODS AND SERVICES AND**  
**ARCHITECTS/CONTRACTORS SUCH AS**  
**CIVIL/FURNITURE/ELECTRICAL**

**For its Branch Offices in State of Goa**  
**and Ratnagiri / Sindhudurg Districts**  
**of Maharashtra State under Goa Zone**

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**Bank of Maharashtra, Zonal Office, Goa at Dattaprasad Building, 1<sup>st</sup> Floor, MG Road, Panaji, Goa-403001** is in the process of empanelling contractors in the field of civil, interior, general electrical maintenance work, Painting contractors, Air conditioning systems, Glow sign-board, Scrap dealers and empanelment of professionals like architects for its branch offices at State of Goa and Ratnagiri/Sindhudurg districts of State of Maharashtra under Goa Zone.

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

Contractors / suppliers / professionals/vendors shall apply for empanelment in prescribed format. Tender forms are available at the address i.e. **Bank of Maharashtra, Zonal Office, Goa, Dattaprasad Building, 1<sup>st</sup> Floor, MG Road, Panaji, Goa-403001.**

**General Terms and Conditions:**

1. Intending 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 contractors/professionals applying for electrical works should have valid electrical licenses issued by electrical inspectorate / Goa Electricity Board and/or Maharashtra Electricity Board in appropriate class.
3. The 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 non refundable. 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 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 contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by separately.
11. Intending 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 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 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 favouring Bank of Maharashtra **payable at Panaji** 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, Zonal Office, Goa, Premises Department, Dattaprasad Building, 1<sup>st</sup> Floor, MG Road, Panaji, Goa-403001** from **14.06.2019 to 24.06.2019 between 11.00 am to 4.00 p.m.**  
The application shall not be accepted by post / courier. Each application/form must accompany Pay Order / Demand Draft favouring Bank of Maharashtra payable at Panaji for Rs.1000/-.
21. It is necessary that Contractors / suppliers / professionals/vendors must have office at Goa State and/or Ratnagiri / Sindhudurg district of state of Maharashtra or a full-fledged branch office at Goa if its head/registered office is at somewhere else.

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 &amp; telephone numbers:

Sr no.	Name of the Bank	Branch	Since when banking	Contact Person & Tel. No.

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

Name of the Organization	Year since empanelled

## 6. 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.

7. Details of civil suit, if any, that arose :  
during execution of contract in the  
past **10** years.

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

9. Name & relation, if any, with the **staff** :  
**member of Bank of Maharashtra**. Please  
give his present posting & contact no.

10. 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)

11. 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



12. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

## 13. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	VAT paid Rs.	Service Tax paid
1					
2					
3					
4					
5					

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

## 15. List of equipments / 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	<b>Printers</b>	
2	<b>Furniture work / Furnishing work of all types.</b> Category A – Up to Rs.50 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs	
3	<b>Manufacturers of Modular Furniture work only.</b>	

	Category A – Up to Rs.50 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs	
4	<b>Renovation of Office premises on turn key basis Which include civil, electrical &amp; furniture work including modular furniture.</b> Category A – Up to Rs.50 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs	
5	<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 & bills etc. Category A – Up to Rs.50 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs	
6	<b>Civil work</b> (Civil repairs including new work, Currency chest construction, Structural rehabilitation of building, painting/polishing, fabrication, Sanitary & plumbing, Waterproofing with guarantee). Category A – Up to Rs.50 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs	
7	<b>Electrical work</b> (new wiring for work stations in new premises including repairs and maintenance). Category A – Up to Rs.50 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs	
8	<b>Electrical Audit and Fire audit</b>	
9	<b>Air-conditioning</b> – Installation, servicing and maintenance of window, split air-conditioners, VRV systems, piping etc.	

### 17. PRE-QUALIFICATION CRITERIA:

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

Sr. No.	Criteria	Weightages	Self rating marks
1	Either Manufacturer or Authorised dealer	40	
2	Average turnover for the last three years shall be Rs.2.00 lacs minimum.	20	
3	The firm must have full set-up of office in State of Goa/ Ratnagiri and/or Sindhudurg distt. Of Maharashtra State	20	
4	For supply of items at Branch offices of Zonal Office, Goa free of charge	20	

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 A.** Supply of Various items of furniture and office machinery.

**[For Authorised Dealers/ Manufacturers only]**

Sr. No.	Name of the activity	Work for which empanelment is sought
1	<b>Supply of Furniture Items.</b> [Manufactures/Authorised dealers only] 1. Chairs, Sofas, Tables, 2. Aluminium Sliding windows 3. Carpets, 4. Venetian blinds	
2	<b>Supply of Office Machinery</b> [Manufactures/Authorised dealers only] 1. EPABX systems 2. CCTV/Fire Alarm/Intrusion Alarm system 3. Fire Fighting Appliances	
3	<b>Supply of Electrical Equipments</b> [Manufactures/Authorised dealers only] 1. Telephone instruments 2. UPS, 3. UPS Batteries. 4. Inveter and Inverter Batteries	

**18 B - Empanelment of dealers in all types of Scrap.**

**PRE-QUALIFICATION CRITERIA For empanelment of dealers in scrap:**

Sr. No.	Criteria	Weigh tages	Self rating marks
1	Firm in business for 05 years & above	30	
	Firm in business between 03 years & 05 years.	20	
	Firm in business for less than 03 years	10	
2	Average turnover for the last three years Over Rs.10.00 lacs	20	
	Between Rs.5 lacs & Rs.10 lacs	10	
	Less than Rs.5 lacs.	05	
3	The firm must have full set-up of office in Goa/Ratnagiri and / or Sindhudurg district of Maharashtra	20	
4	For lifting the material from Lokmangal free of charge	20	
5	Firm having own vehicle	10	

Scrap dealers/ 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. Bank may, at its discretion, consider empanelment, even if some of the enclosures could not be submitted by the scrap dealers.

## 19. LIST OF ENCLOSURES:

SI 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 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.