



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra  
ONE FAMILY ONE BANK

Bank of Maharashtra  
VIJAYAWADA Zone

Invites  
Application for

EMPANELMENT OF CONTRACTORS (INTERIOR/ELECTRICAL/AIR CONDITIONERS)  
AND CONSULTANTS (ARCHITECTS)

Date of issue: 30.06.2022

Last Date of Submission: 11.07.2022

## BANK OF MAHARASHTRA

### Prequalification for Empanelment of Contractors/Consultants

Bank of Maharashtra proposes to empanel the Contractors/Consultants/ for its branches under Vijayawada Zone. The centres would be located in different location in Andhra Pradesh.

Bank would empanel Contractors/Consultants for Vijayawada Zone. The works which are proposed in different locations of Andhra Pradesh state, 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 satisfying the pre-qualification criteria will be empanelled for the Vijayawada Zone, subject to meeting their eligibility criteria.

Bank at its discretion shall verify the offices of the applicants. The Contractors/Consultants 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](http://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 Prequalification for Empanelment of Contractors / Consultants in Vijayawada Zone**" and to be submitted for the purpose on or before **11.07.2022** at the following address: **1<sup>st</sup> Floor, Infinity Plaza, D.No:59A-21-7/3, High School Road, Patamata, Vijayawada, AP – 520007.**

Deputy Zonal Manager  
Vijayawada Zone  
1st Floor, Infinity Plaza,  
D.No:59A-21-7/3, High School Road,  
Patamata, Vijayawada, AP – 520007.

The sealed cover should necessarily be submitted at aforesaid Dept. 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.

Deputy Zonal Manager  
Vijayawada Zone

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

Bank of Maharashtra is in the process of Empanelment of Contractors (Interiors / Electrical / Air conditioner) And Consultants (Architects).

Application forms are invited for empanelment from reputed contractors, consultants having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector/State PWD, and reputed Private Institutions in appropriate class.

Contractors/consultants shall apply for empanelment in prescribed format. The tender document is available on our website "[www.bankofmaharashtra.in](http://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 /consultants are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Performa for considering their names for empanelment.
2. The contractors /consultants should have minimum three years of experience in the respective field. The contractors applying for electrical works should have valid electrical licenses issued by electrical inspector or any Govt authorized authority or Dept. / AP Transco in appropriate class / PWD/Railways/Electricity Board etc.
3. The contractors /consultants 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. Where ever information is not relevant to the category, shall be written as Not-applicable.
4. Bank of Maharashtra may approach the contractor's /consultant's clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
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 also.

8. If the space provided in the Performa 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.
9. 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.
10. Intending contractors /consultants are requested to read the Performa carefully before filling the particulars.
11. Incomplete applications will not be considered.
12. Information / details furnished by selected contractors /consultants, 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 /consultants can be cancelled immediately.
13. Wherever required, only certified copies should be submitted. The completion certificate shall be from main client 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.
14. 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 **Vijayawada**.
15. Application form is not transferable.
16. 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.
17. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
18. 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.
19. Completed empanelment document shall be submitted in person up to **5.00 pm** on or before **11.07.2022** to the Zonal Manager, Vijayawada Zone, **Bank of Maharashtra, Zonal Office at 1ST Floor, Infinity Plaza, D.No:59A-21-7/3, High School Road, Patamata, Vijayawada, AP – 520007**. Each application/form must accompany Demand Draft of **Rs.1000/-** favouring Bank of Maharashtra and payable at **Vijayawada**. The application form if not received within stipulated time will be summarily rejected.
20. It is necessary that Contractors /consultants must have office at Andhra Pradesh or a full-fledged branch office at Andhra Pradesh, if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Andhra Pradesh. If Contractors doesn't have office/branch office at Andhra Pradesh, they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.
21. 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.

22. The successful applicant/s will have to submit Police Verification Certificate during execution of agreement with Bank.
23. 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.
24. 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.
25. 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.
26. Your services may be availed by the Bank for work/s at any of offices/branches in and around - Andhra Pradesh.
27. 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.
28. Bank will review your performance periodically and based on the satisfactory performance, your empanelment will remain effective.
29. 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.

**BIO-DATA OF AGENCY**

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

1 b) Address (Local 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)

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 as Annexure-II-A, II-B, II-C, II-D & II-E)

4. Names of the Bankers with address & telephone numbers:

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

5. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for the last 3 years as Annexure-IV-A, IV-B & IV-C. : Enclosed / Not enclosed

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

Name of the Organization	Year since empanelled

8. Give details if involved in litigation at present 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.

9. Details of civil suit, if any, that arose during execution of contract in the past 5 years. :

10. Specify maximum value of single value project executed during the last 03 years. :

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

12. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commence and completion	If work left incomplete or terminated (give reasons)

**Note:** Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note that without the copies of certificates, your application is liable to be rejected. Please refer cl No.20 of Empanelment of contractors.

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure VII).

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

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES:

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

15. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs. in lacs)	Income-tax paid	GST / Service Tax paid	Amount of Profit
1					
2					
3					

(Copies of income-tax returns /assessment orders for each year to be enclosed as Annexure VIII-A,B,C,D& E)



16. List of equipment / machinery owned:

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

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

**(A. Contractors):**

Sr. No.	Name of the activity	Work for which empanelment is sought
1	<b>Furniture work / Furnishing work of all types.</b> Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
2	<b>Electrical work</b> including repairs and maintenance. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	
3	<b>Air-conditioning</b> – Installation, servicing and maintenance of window, split air-conditioners, Cassette, VRV systems, piping etc. Category A – Up to Rs.25 lacs Category B – Up to Rs.20 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.05 lacs	

**17. B (Consultants):**

Sr. No.	Name of the activity	Work for which empanelment is sought
1.	<b>Architects</b> –(Shall have been registered with Council of Architects only and shall have valid certification of the same ) Scope of work include preparation of plans/detail drawings for Interior works , estimate, draft tender, detailed specifications of items ,scrutiny of tenders, preparation of comparative charts, recommendations, rate analysis, supervision, certification of work & bills etc.( No interior Designer certificate will be considered valid) Category A – Up to Rs.50 Lakh Category B – Up to Rs.15 Lakh Category C – Up to Rs. 5 Lakh Category D – Below Rs.50 Lakh	

18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightage s	Self-rating marks
1	<p><b><u>For works at Sr. Nos. 1 to 3(A: Contractors)</u></b>                      - Should have executed one similar work of <b>80%</b> of the value indicated for the category for which registration is sought during last 3 years OR                      - Should have executed two similar works of <b>50%</b> of the value indicated for the category for which registration is sought during last 3 years OR                      - Should have executed three similar works of <b>40%</b> of the value indicated for the category for which registration is sought during last 3 years</p>	35	
	<p><b><u>For B: Consultants</u></b>                      -The consultancy for works amounting shall be as above for each category.                      Category A – Estimated cost of work up to Rs.100 lacs                      Category B – Estimated cost of work up to Rs.75 lacs                      Category C – Estimated cost of work up to Rs.50 lacs                      Category D – Estimated cost of work up to Rs.25 lacs</p>	35	
2	<p><b><u>For works at Sr. Nos. 1 to 3(A: Contractors)</u></b>                      Average turnover for the last three years shall be                      Category A –Rs.25.00 lacs                      Category B –Rs. 20.00 lacs                      Category C –Rs. 15.00 lacs                      Category D –Rs. 5.00 lacs</p>	20	
	<p><b><u>For B: Consultants</u></b>                      -The consultant shall have successfully completed the project or projects cumulative to the cost of category in which applied.                      Category A –Rs.100.00 lacs                      Category B –Rs. 75.00 lacs                      Category C –Rs. 50.00 lacs                      Category D –Rs. 25.00 lacs</p>	20	
3	Should have made profit during last three years( <b><u>A: Contractors &amp; B: Consultants</u></b> )	10	
5.	<p><b><u>For A: Contractors</u></b>                      Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months)  <b><u>For Work at Sr. No. 1 to 3</u></b>                      Category A –Rs.25.00 lacs                      Category B –Rs. 20.00 lacs                      Category C –Rs. 15.00 lacs                      Category D –Rs. 5.00 lacs</p>	5	

6	<b>(A: Contractors &amp; B: Consultants)</b> The firm must have full set-up of office in Andhra Pradesh or Branch office in Andhra Pradesh. <u>If they don't have then marks allotted will be Zero.</u>	10	
7	The firm must have qualified personnel Sr. no. 1 to 3 ( <u>A: Contractors</u> ) Minimum qualified personnel: 04 <u>B: Consultants</u> Minimum qualified personnel: 02	10	
8.	Empanelment in Govt/Semi Govt/PSU/PSB organizations:	10	
<b>TOTAL</b>		<b>100</b>	

**NOTE:** Applicant shall mention self-rating for those category which are applicable. Criteria mentioned above is 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.**

**19. LIST OF ENCLOSURES:**

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, Service Tax, EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 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 Performa and I / We understand that if any false information is detected at a later date, future contract if any 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 contractor/consultants will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION.

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

**UNDERTAKING REGARDING BLACKLISTING/ NON-DEBRMENT**

To,  
The Zonal Manager,  
Bank of Maharashtra,  
Vijayawada

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

For -----

Authorized Signatory  
Date: