

BANK OF MAHARASHTRA
GOA ZONE



APPLICATION
FOR

EMPANELMENT OF
ARCHITECTS and CONTRACTORS
FOR
TURNKEY PROJECTS/CIVIL/FURNITURE/ELECTRICAL
WORKS

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, 1st 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 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 Architects/Structural Enginners and contractors having valid registration with CPWD/MES/PSUs/ Nationalised Banks/ Govt. Sector/IDRBT, in appropriate class **(Class A and above need not to apply as our work contract shall be of below Rs. 25 lac only)**.

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, 1st 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, 1st Floor, MG Road, Panaji, Goa-403001** from **13.07.2021 to 22.07.2021** **between 11.00 am to 4.00 p.m.** 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:

(a). Goa State – for works to be allotted in Goa State Branches

(b). Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra for works pertaining to branches in Ratnagiri/Sindhudurg Distt. Of Maharashtra under Goa Zone

Or

A full-fledged branch office at State of Goa and/or Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra if its head/registered office is at somewhere else in India.

Application not fulfilling the above criteria shall not be considered.

Bank shall try to allocate/entrust work on L-1 basis to any professional/contractor based on their location for ease of execution, monitoring and control, however, bank shall be free to allocate the work to any professional/contractor irrespective of their location.

Application for Empanelment

(tick appropriate one)

1. Architect [] 2. Contractor- (a) Turnkey Projects [], (b) Civil/Furniture [], (C) Electrical []

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 (Local Office) [In state of Goa, Ratnagiri/Sindhudurg/Kolhapur district of Maharashtra | |
| | 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). | |
| 2 (b) | Name of the Proprietor, Partners, Directors | |

| | | | | | | | |
|-------|--|------------------|-----------------------|--------------------|---------------------------|----------------------------|-----------|
| 2 (c) | Year of establishment | | | | | | |
| 3 | Registration detail with Tax Authorities | | | | | | |
| | Income-tax (PAN) No. | | | | | | |
| | G S T No. | | | | | | |
| | EPF Reg. No. | | | | | | |
| | ESI Reg. No. | | | | | | |
| | TIN / VAT No. | | | | | | |
| | WCT Reg. No. | | | | | | |
| | copies of certificates of registration with relevant authorities to be enclosed | | | | | | |
| 4 | Names of the Bankers with address & 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 three 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 major three works 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 three major works 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 | GST paid | |
| | 1 | 2018-19 | | | | |
| | 2 | 2019-20 | | | | |
| | 3 | 2020-21 | | | | |
| | Copies of income-tax/GST returns / assessment orders for each year to be enclosed as proof of work execution | | | | | |
| 14 | <u>List of equipments / machinery owned</u> | | | | | |
| | Sr. No. | Name of equipment | Year of manufacture | Nos. available | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

I/we, certify that the information furnished as above are true to our knowledge and if found to be false at any point of time, my/our empanelment are liable to be terminated.

Place:
Date:

Signature of contracting agency
with seal

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

| Sr. No. | Name of the activity | Work for which empanelment is sought |
|---------|---|--------------------------------------|
| A. | Architects | |
| | <p>Architects -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.25 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs</p> | |
| B. | Contractors | |
| 1. | <p>Turnkey Projects</p> <p>Renovation of Office premises on turn key basis Which include civil, electrical & furniture work including modular furniture and Air-Conditioning. Category A – Up to Rs.25 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs</p> | |
| 2. | <p>Civil work (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.25 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs</p> | |
| 3. | <p>Electrical work (new wiring for work stations in new premises including repairs and maintenance). Category A – Up to Rs.25 lacs Category B – Up to Rs.15 lacs Category C – Up to Rs.05 lacs</p> | |

16. PRE-QUALIFICATION CRITERIA (Minimum qualifying marks 75 out of 100):**A. For Architects**

| Sr. No. | Criteria | Weightages | Self rating marks |
|----------------------------|--|----------------|-------------------|
| 1 | Degree in Architect viz. B.Arch (Building & Construction Management), B. Arch. (Interior Design), B. Arch (Landscape & Architecture), B.E (construction Technology), B.E (Structural Engineering), B.E (Civil Engg.) or equivalent having registration with Council of Architecture (COA). | 45 | |
| 2 | Experience- 0 to 03 years 3 to 05 years More than 05 years | 05 10 15 | |
| 3 | Empanelled with PSB/PSU/Govt. Agency | 15 | |
| 4 | The firm must have full set-up of office in State of Goa/ Ratnagiri/Sindhudurg/Kolhapur distt. Of Maharashtra State | 15 | |
| 5 | Having valid registration with CPWD/MES/PSUs/ Nationalised Banks/ Govt. Sector/IDRBT, in appropriate class | 10 | |
| Total Maximum Marks | | 100 | |

For Contractors of Turnkey Projects/Furniture items/Electrical items/Air Conditioning System etc.

| Sr. No. | Criteria | Weightages | Self rating marks |
|---------------|--|----------------------|-------------------|
| 1 | Having valid registration/empanelment with CPWD/MES/PSUs/ Nationalised Banks/ Govt. Sector/IDRBT, in appropriate class For Class B (<Rs. 50 Lakh as per CPWD) For Class C (<Rs. 10 Lakh as per CPWD) For Class D (<Rs. 05 Lakh as per CPWD) Empanelled with PSB/PSU/Govt. agency | 25 20 15 30 | |
| 2 | Average turnover for the last three years shall be Rs.2.00 lacs minimum. Rs. 5.00 lac Rs. 10 lac and above | 20 25 30 | |
| 3 | The firm must have full set-up of office in State of Goa/ Ratnagiri and/or Sindhudurg/Kolhapur distt. Of Maharashtra State | 30 | |
| 4 | For supply of items at Branch offices of Zonal Office, Goa free of charge | 10 | |
| Maximum Marks | | 100 | |

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. LIST OF ENCLOSURES:

| SI No. | PARTICULARS | TICK IF ENCLOSED |
|--------|---|------------------|
| 1 | Qualification Certificate (For professional/architect) | |
| 2 | Registration Certificate with Council of Architect (COA) | |
| 3 | Certificate of registration of Company / partnership deed. | |
| 4 | Certificates of registration with Income Tax authorities. | |
| 5 | Solvency Certificate. (minimum Rs. 2.00 lakh) | |
| 6 | Audited Balance Sheet & Profit & Loss A/c. Statement for last three years. | |
| 7 | Certificates of Registration/Empanelment with Govt. / Public Sector / Banks. | |
| 8 | Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work. | |
| 9 | Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies. | |
| 10 | Copies of income-tax returns / assessment orders for previous three years. | |

Note: Please sign all the enclosures attached.

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 Architect / 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.