



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

Zonal Office, Gaikwad Building, Plot No.94, Murarji Path, Pune Road, Solapur-413002.

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Tender document for Empanelment of Interior Decorators

Applications are invited in the prescribed format for empanelment of Interior Decorators for executing the work of Bank's branches/Offices coming under the jurisdiction of Solapur Zonal Office (Branches/Offices in Solapur and Osmanabad Districts). Eligibility Criteria, terms and conditions are discussed in the document. Interested Interior Decorators who are eligible as per the Eligibility Criteria can apply.

The last date for submission of applications is 11th February, 2016 Tuesday before 04.00 PM. All applications received up to 04.00 PM on 11th February, 2016 will be opened at 04.00 on the same day. The applicants can send their queries by mail to mktg_sol@mahabank.co.in, if any on or before 04.00 PM on 8th February 2016 and will be replied by Bank on 10th February 2016.

Cost of the Application is Rs.500/-only.

**Zonal Manager,
Solapur Zone.**

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1. Requirement and guidelines to the applicants

1. Bank of Maharashtra, Solapur Zonal Office is in the process of empanelling Interior Decorators and invites sealed applications from Interior Decorators who are eligible as per the Eligibility Criteria.
2. **Scope of Work:** The scope of work of Interior Decorators/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 demolition works, structural steel fabrication, woodwork etc.
3. **Method of award of work Tender:** Tender will be invited only from the empanelled Interior Decorators for each work separately and work order will be issued to lowest or most suitable empanelled Interior Decorator.
4. The empanelment will be done in the categories as under:
 - Category A: Works costing upto Rs.10 lacs.
 - Category B: Works costing more than Rs.10 lacs and below 20 lakhs.
 - Category C: Works costing more than Rs.20 lacs.

The Bank will decided the category based on the information (in Eligibility Criteria) submitted by the applicant is for each category.
5. Incomplete applications will not be considered.
6. Intending Interior Decorators who are eligible as per the Eligibility Criteria 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.
7. The Interior Decorators who are having minimum 5 years of experience in the field should apply.
8. Bank of Maharashtra shall approach the Interior Decorators' clients, corporations, organizations, etc. to verify their general reputation / competence.
9. Selection of Interior Decorators will be based on the ability and competence required for good quality jobs to be performed by them.
10. The Interior Decorators empanelled in category-C shall be eligible for the works in the Category-A & B and empanelled in category-B shall be eligible for the works in the category A.

11. If the space provided in the format is insufficient for giving full details, the same may be given on a separate sheet of paper.
12. Information/details furnished by selected Interior Decorators, 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 Interior Decorators can be cancelled immediately.
13. Where copies of documents are required to be furnished, these should be certified true copies.
14. The evaluation will be based on the experience of the Interior Decorators and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.
15. Based on the details furnished and inspection of works, Eligibility Criteria, Interior Decorators will be empanelled.
16. Only empanelled Interior Decorators will be informed by mail/e-mail.
17. Decision of Bank of Maharashtra regarding selection of Interior Decorators for empanelment will be final and binding and no further correspondence will be entertained.
18. Empanelment of the Interior Decorator, 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.
19. Bank of Maharashtra reserves the right to accept or reject any application without assigning any reason.
20. 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.
21. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so.
22. 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.
23. Completed empanelment application/ document shall be submitted up to 4:00 pm on or before 11/02/2016 to the Zonal Manager, Bank of Maharashtra Solapur Zonal Office, Gaikwad Building, Plot No.94, Murarji Path, Pune Road, Solapur-413002.
24. Preference will be given to the Interior Decorators who have full office set up at Solapur or a full-fledged branch office at Solapur if its head/registered office is somewhere else. Preference will also be given to Solapur based Interior Decorators who are on the panel of Nationalized/Public Sector Banks in Solapur.

25. The submission of application should be in a sealed covers super scribed as “Application for empanelment of Interior Decorators – Bank of Maharashtra, Solapur Zone”
26. The cost of application is Rs.500/- favoring “Bank of Maharashtra, Zonal Office, Solapur” by DD drawn on any private or public sector bank other than Bank of Maharashtra or in cash by obtaining a receipt from Zonal Office, Solapur
27. Bank of Maharashtra reserves the right to accept or reject any tender irrespective of the lowest bidder without assigning any reasons thereof.
28. All applicants are requested to study the details carefully before submitting their tenders.
29. The applications will be opened by the bank official and details of empanelled Interior Decorators will be communicated to the respective applicant by mail/e-mail.
30. Canvassing in any form in connection with this empanel process is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable for rejection.
31. The applications which are received after due date & time are liable for rejection.
32. Applications incomplete in any respect & which are not legible are liable for rejection.
33. The applicants may submit their applications in the desired format as explained in the document. Submission of applications in any other format will not be entertained & will be summarily rejected.
34. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
35. Each page of the application should be signed.
36. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
37. Bank reserves the right to cancel one or all applications without assigning any reason whatsoever.
38. Decision of the Bank in regard to selection of the Interior Decorators will be final and binding on the applicants.

2. Eligibility Criteria for empanelment of Interior Decorators:

Category A-Up to Rs.10 lac;Category B-Rs.10 to 20 lac;Category C-Rs.20 lac and above

Sno	Criteria	Criteria Marks Allotted	Self rating marks	Bank's Assessment
1.	Should have served as Interior Decorator for one similar work of Rs.20 lakhs or more during last 5 years (20 Marks) OR Should have served as Interior Decorator for two similar works of Rs.10 lakhs or more during last 5 years (15 Marks) OR Should have served as Interior Decorator for three similar works of Rs.5 lakhs or more during last 5 years (12 Marks) OR For works below Rs.5.00 lac, four similar works of Rs.3 lac each during last 5 years (10 Marks). Who are having first 3, worked for at least 3 PSBs, they will get 25 marks.	25		
2.	Financial Capacity/Average turnover for the last three years should be equal or more than Rs.6 lakhs	15		
3.	Should have made profit for at least two years during the last three years.	05		
4.	Worked for Bank of Maharashtra earlier for any project	05		
5.	Easy Availability /The firm must have full set up of office in Solapur Solapur city (15 marks) Within the radius of 20 Kms from Solapur City (10 Marks) More than 20 Kms from Solapur City (0 Marks)	15		
6.	Qualification of the professionals/ employees of companies/ firms:: Post Graduation: (7 Marks); Graduation: (6 Marks) Diploma /ITI: (5 Marks)	7		
7.	ISO Certification	3		
8.	Experience in the field should be Minimum 5 Years	10		
9.	Standing /Empanelment with Nationalized bank (preferably in Solapur) Marks- (10 Marks) Empanelment with PSU Marks –(08 Marks) Empanelment with Govt. Agencies/dept (05 Marks)	10		
10.	Block listed by any Govt./PSB/PSU (-25 Marks) (a Self declaration saying that your company is not block listed by any Govt./PSB/PSU is to be submitted)			
11.	PAN - (02 Marks) Service Tax Registration - (02 Marks) WCT/TIN/VAT/EPF Registration - (01 Marks)	05		
	Total Marks			

NOTE: Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. The Interior Decorators scoring 60 marks & above will only be considered for empanelment & 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. The category-A or B or C for empanelment of the Interior Decorators will be decided on the basis of their financial position, no. of employees and past experience, works executed.

3. Application Format for Interior Decorators:

The basic scope of work for Interior Decorators/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 proofin demolition works, structural steel fabrication, woodwork etc.

Desired requirements:

The Interior Decorators/furniture contractor must have minimum 5 years experience in the line/field. The Interior Decorators/furniture contractor should have completed works /projects for minimum 8-10 sites of reputed firms/nationalized banks during last 5 years. The Interior Decorators/furniture contractor who is having the office in Solapur will be given preference. Firms empanelled with nationalized also will be given preference. Firm should have successfully completed projects as mentioned above till date and Documentary evidence in support of this must be submitted.

1	Name of the Firm/ Organization Registered Office Other Offices/Branches details Telephone No. Fax No. E-mail	
2	Year of Establishment	
3	Status of the firm Whether individual/ company / firm / Proprietary	
4	Name and Qualification of Directors /Partners / Proprietor	Name Designation Qualification Mobile no. 1). 2).
5	a) 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)	
	b) 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 with complete experience and qualification details)	
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: All certified copies are required to be furnished for the proof. These are to certified copies preferably by the concerned agencies/ or a Govt./PSU Officer. In case you intend to give further / more information, please attach separate sheet/s.

Signature and Seal of the Applicant

4. Particulars of works executed for banks as client

PROFORMA – I

Sno	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)							

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.

5. Particulars of works executed for other clients

PROFORMA – II

Sno	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)							

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.

6. Particulars of works on hand from banks

PROFORMA – III

Sno	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 from the Bank
1)							
2)							
3)							
4)							
5)							
6)							
7)							

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.

7. Particulars of works on hand from other clients

PROFORMA – IV

Sno	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)							

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.

8. Key personnel permanently employed

ANNEXURE – V

Sno	Name	Designation	Qualification	Experience	Years with the firm	Name of the projects handled costing over Rs.3 lakhs and above	Indicate special expertise such as Advance Mgt. Tech. like CPM / PERT & Projects in which such techniques were employed	Any other information

Signature of the Applicant

Note: The list is to be substantiated with the documentary evidence.

9. Details of Infrastructure in Office

ANNEXURE – VI

Sno	Items	Details	Numbers/Quantity
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

10. Covering letter to Application

Date:

The Zonal Manager,
Solapur Zone,
Bank of Maharashtra,

Dear Sir,

Subject: Application for empanelment of Interior Decorators.

We have read and examined all Eligibility Criteria, scope of work, technical, all terms and conditions of tender document. We understand the Eligibility Criteria and instructions to the applicants.

Our companies/firms is eligible as per the Eligibility Criteria fixed by the Bank for empanelment and all proof /evidence for the Eligibility Criteria is enclosed.

We submit our application for Bank's consideration duly filled-in and complete in all respects according the Performa.

If our application is accepted, we will continue in the empanelled list of your bank.

We once again confirm that our company is eligible as the eligible criteria and all documents are enclosed as evidence for proof.

We hereby acknowledge and unconditionally accept that k may on its absolute discretion apply whatever criteria deemed appropriate n short listing and selection of the Interior Decorators.

We understand that you are not bound to accept the any application, you may receive.

Yours faithfully,

(Signature of Authorized Official)

Name:

Designation:

Seal of the company

11. Format for submission of Eligibility Criteria

Srno	Eligibility Criteria condition	Compliance	Provided in page no.
1.	Should have served as Interior Decorator for one similar work of Rs.20 lakhs or more during last 5 years (20 Marks) OR Should have served as Interior Decorator for two similar works of Rs.10 lakhs or more during last 5 years (15 Marks) OR Should have served as Interior Decorator for three similar works of Rs.5 lakhs or more during last 5 years (12 Marks) OR For works below Rs.5.00 lac, four similar works of Rs.3 lac each during last 5 years (10 Marks). Who are having first 3, worked for at least 3 PSBs, they will get 25 marks.		
2.	Financial Capacity/Average turnover for the last three years should be equal or more than Rs.6 lakhs		
3.	Should have made profit for at least two years during the last three years.		
4.	Worked for Bank of Maharashtra earlier for any project		
5.	Easy Availability /The firm must have full set up of office in Solapur Solapur city (15 marks) Within the radius of 20 Kms from Solapur City (10 Marks) More than 20 Kms from Solapur City (0 Marks)		
6.	Qualification of the professionals/ employees of companies/ firms:: Post Graduation: (7 Marks); Graduation: (6 Marks) Diploma /ITI: (5 Marks)		
7.	ISO Certification		
8.	Experience in the field should be Minimum 5 Years		
9.	Standing /Empanelment with Nationalized bank (preferably in Solapur) Marks- (10 Marks) Empanelment with PSU Marks –(08 Marks) Empanelment with Govt. Agencies/dept (05 Marks)		
10.	Block listed by any Govt./PSB/PSU (-25 Marks) (a Self declaration saying that your company is not block listed by any Govt./PSB/PSU is to be submitted)		
11.	PAN - (02 Marks) Service Tax Registration - (02 Marks) WCT/TIN/VAT/EPF Registration - (01 Marks)		

12. Check list for submission of Application

The applications are requested to submit the following three in a single cover.

1. Covering letter as per the format given in the tender document
2. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do A copy of the necessary authorization / Power of Attorney for signing the application should be attached.
3. Application fee in the form of DD favouring “Bank of Maharashtra, Solapur Zone” or cash (Cash receipt obtained from Bank’s Solapur Zonal Office is to be attached)
4. Profile of the company / firm
5. Compliance of Eligibility Criteria of the company/firm as per the format given in the tender document with the following documents.
6. Proof for having minimum 5 years experience in this field
7. Proof /Audited balance sheets showing Minimum Turnover.
8. Proof of ISO 9001 certification, if your company have it
9. A Self declaration letter about the block listing: A Self declaration letter saying that your company is not block listed by any Govt/PSU/PSB i submitted
10. Any brochures/printed material of your company, if available
11. Index covering the page wise details