

**BANK OF MAHARASHTRA  
MUMBAI NORTH ZONE**

**APPLICATION FOR**

**EMPANELMENT OF**  
**CONTRACTORS FOR INSTALLATION & MAINTENANCE OF**  
**AIR-CONDITIONING SYSTEMS FOR ITS BRANCHES & OFFICES OF**  
**MUMBAI NORTH ZONE.**

Date of issue: 01.12.2023

Last Date of Submission: 21.12.2023

Venue : Bank of Maharashtra, Yashomangal Building,  
North Zonal Office, Bandra East, Gandhinagar, Mumbai 400 051

## 1. Tender Notice

### **Subject: EMPANELMENT OF CONTRACTORS FOR INSTALLATION & MAINTENANCE OF AIR-CONDITIONING SYSTEMS**

Bank of Maharashtra proposes to empanel the Contractors for Air conditioning installation & maintenance for existing offices at various locations in Mumbai North Zone. The centres would be located in different location in Mumbai. The works which are proposed in different locations of Mumbai, where Bank's Offices/premises are located and only those applicants 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 satisfying the pre-qualification criteria will be empanelled for the Mumbai Location, subject to meeting their eligibility criteria. Bank at its discretion shall verify the offices of the applicants. The Contractors 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 Air Conditioning Contractors in Mumbai North Zone**" and to be submitted for the purpose on or before **21.12.2023 by 5.00 p.m.** at the following address:

The Zonal Manager,  
Bank of Maharashtra,  
Yashomangal Building,  
North Zonal Office,  
Bandra East,  
Gandhinagar, Mumbai 400 051

The sealed cover should necessarily be submitted at aforesaid office 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.

**ZONAL MANAGER  
MUMBAI NORTH ZONE**

## 2. TERMS AND CONDITIONS OF EMPANELMENT OF AC CONTRACTORS

Bank of Maharashtra is in the process of Empanelment of Air-conditioning installation & maintenance. Application forms are invited for empanelment from reputed Contractors for Air-conditioning installation & maintenance having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector/State PWD, and reputed Private Institutions in appropriate class.

AC Contractors 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.500.00** which is non-refundable. No hard copy will be issued in any case.

1. Intending AC Contractors 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 AC Contractors should have minimum five years of experience in the respective field. The AC Contractors applying for empanelment should have valid authorization of OEM. Necessary valid dealership letter shall be enclosed.
3. 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 vendor's clients, corporations, organizations, etc. to verify their general reputation / competence/credentials etc.
5. Selection of contractors will be based on the ability and proven 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 AC Contractors are requested to read the Performa carefully before filling the particulars.
11. Incomplete applications will not be considered.
12. Information / details furnished by selected AC Contractors, 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 and will be blacklisted for period of 03 years for participation in any tender.
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.500.00 which is not refundable & to be paid by way of Demand Draft favouring "Bank of Maharashtra" payable at PUNE.
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.
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.

Completed empanelment document shall be submitted in person up to **5.00 p.m. Dtd.21.12.2023** to the The Zonal Manager, Bank of Maharashtra, Yashomangal Building, North Zonal Office, Bandra East, Gandhinagar, Mumbai 400 051

19. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs.500/- favouring Bank of Maharashtra and payable at Mumbai. The application form submitted at any other Dept. or dropped in any box and if not received within stipulated time will be summarily rejected.
20. It is necessary that AC Contractors must have office at Mumbai or a full-fledged branch office at Mumbai, if its head/registered office is at somewhere else. Applicant shall submit necessary address of branch/office located at Pune. If Contractors doesn't have office/branch office at Mumbai, they shall provide undertaking that they will make necessary arrangements (men, material & technical staff) for execution of work, if any awarded.

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### 3. 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. 2018-19, 2019-20, 2020-21 : 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 3 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 5 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.

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 equipments / 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>Air-conditioning</b> – Installation, servicing and maintenance of window, split air-conditioners, Cassette, VRV systems, piping etc. Category A – Up to Rs.50 lacs Category B – Up to Rs.25 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.10 lacs	

**B. PRE-QUALIFICATION CRITERIA:**

Sr. No.	Criteria	Weightages	Self-rating marks
1	<b>For works at (Ac: Contractors)</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	35	

2	<b>For works (AC: Contractors)</b> Average turnover for the last three years shall be Category A – Up to Rs.50 lacs Category B – Up to Rs.25 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.10 lacs	20	
3.	Should have made profit during last three years	10	
4.	<b>For A: AC Contractors</b> Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months) <u>For Work</u> Category A – Up to Rs.50 lacs Category B – Up to Rs.25 lacs Category C – Up to Rs.15 lacs Category D – Up to Rs.10 lacs	5	
6	(The firm must have full set-up of office in Pune or Branch office in Pune. <u>If they don't have then marks allotted will be Zero.</u>	10	
7	The firm must have qualified personnel A: Contractors Minimum qualified personnel: 10	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. However, Bank will finalized the marks based on submitted documents & credentials.**

**18. 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, VIIC, VIID, VIIE	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 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.

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