

## **APPLICATION FOR EMPANELMENT OF CONTRACTORS**

Name of The Applicant:

M/s. \_\_\_\_\_  
\_\_\_\_\_

Last date of submission:

30/08/2014

**Bank Of Maharashtra**

**Zonal Office,**

**1/14 , Administrative Premises, Arera Hills, Bhopal**

## **Empanelment of Contractors**

Bank Of Maharashtra , Zonal Office, Bhopal , invites applications for empanelling contractors / suppliers / vendors in various categories , in the field of :-

### **The categories for the Contractor's panel would be as under:**

**CATEGORY – A : Civil &Furnishing work Contractors**

**CATEGORY – B : Electrical work Contractors**

**CATEGORY – C : Air Conditioning work Contractors**

**CATEGORY – D : Composite work( civil , interior & electrical ) Contractors**

**Works for refurbishing/renovation/repairs of branches/offices under Bhopal Zonal Office .**

- 1.0 Application forms are invited for empanelment of experienced, reputed and competent contractors.
- 2.0 Contractors shall apply for empanelment in prescribed format, which can be down loaded from the web site.
- 3.0 The various categories contractors proposed to empanelled are given in enclosed chart. The eligibility criteria shall be as under :-
  - The firm (Contractors) should have minimum 10 years experience in the respective field applied for. The owner or one of the partner / director of the firm should have minimum 10 years' experience in the respective field applied for.
  - The firm (contractors) must executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application)
  - The contractors should have PAN & Sales Tax, Vat, Service Tax Numbers applicable as per Govt.Rules & Regulations.
- 4.0 **The applicant should enclose a ( NON REFUNDABLE ) Demand draft / pay order of Rs. 500/- in favor of Bank Of Maharashtra payable at Bhopal .**
- 5.0 The document submitted without the prescribed application fee will be summarily rejected.
- 6.0 **The contractors who intend to apply for more than one category have to apply for each category using separate application form and fee.**
- 7.0 Contractors shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify contractor's general reputation / competence.
- 8.0 The Bank reserves the rights to accept or reject any application without assigning any reason.

- 9.0 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and / or such documents shall be submitted. Incomplete application or application without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
- 10.0 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.
- 11.0 If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at later date, the empanelment of such applicant will be cancelled immediately.
- 12.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **Deputy Zonal Manager, Bank Of Maharashtra, Bhopal Zonal Office at 1/14 , Administrative Premises , Arera Hills , Bhopal on/before 30/08/2014 up to 3.00 PM .**
- 13.0 The application forms will be always available on Bank's website. The intending contractors can submit their application at any point of time. The contractors who apply subsequent to above date shall be considered during the review of the panel, which will be done periodically.
- 14.0 The applicant is required to tick the category applying for.
- 15.0 The contractors who intend to apply for more than one category have to apply for each category using Separate application form.**

<b>GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS</b>
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1. Application form for empanelment shall be submitted in sealed envelope super scribing **‘Application for Empanelment as Contractors For Category - \_\_\_\_\_’**
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. 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 and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. **Applicants shall furnish documentary evidence / certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection.**
6. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment.
7. The various categories of contractors proposed to be empanelled shall be as per enclosed chart. The detailed eligibility criteria are given on page 1 of the format. However Bank reserves the right to enhance the criteria in case of more number of applications in a given category.
8. The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
9. Application containing false and/ or incomplete information is liable for rejection.
10. **The applicant should enclosed ( NON REFUNDABLE ) Demand draft / pay order of Rs. 500/- in favor of Bank Of Maharashtra payable at Bhopal .**
11. The bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Contractors shall be final.
12. Last date and time to accept the application is the last date given in advertisement, during office hours.

To,

**Zonal Manager ,  
Bank Of Maharashtra ,  
Bhopal Zonal Office**

Ref: **Application for empanelment as contractors in CATEGORY - \_\_\_\_\_ .**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorise Bank to approach our clients to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

**Information to be furnished by the applicants :-**

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy of registration deeds)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i)  ii)  iii)
6	Name and address of Bankers		i)  ii)  iii)  iv)
7	Details of projects executed during last three years by the firm. (Details to be furnished in proforma 1)		i)  ii)  iii)
8	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i)  ii)
9	If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.		i)  ii)  iii)

10	Income Tax No. Permanent A/c No Service Tax registration No. VAT registration No. PF registration No. ESIC registration No. Profession Tax registration No. Electrical Works Registration Certificate / License No. with respective Govt. body (Encl Documentary evidence)	
11	Yearly turnover of the Organization during last 3 years. (year wise)	
12	Authorized Signatories with name and signature:	

Signature of the Applicant

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**DETAILS OF DIRECTORS / PARTENERS :-**

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

**DETAILS OF REGISTRATION :-**

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
				Yes	No
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	VAT Department (Enclose copy of latest income tax clearance certificate)				
4.	Work contract tax registration (Enclose copy of latest Sales tax clearance certificate)				
5.	Details of EPF account and registration				



**FINANCIAL STATUS :-**

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2010 – 2011				
2	2011 – 2012				
3	2012 – 2013				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.

**PROFORMA –1****PARTICULARS IN RESPECT OF WORK EXECUTED**

Sr. No	Name of the work/ project executed with address	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

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Note The contractor shall mention only those works executed during last 3 years which fulfills the eligibility criteria on this page.

The list is to 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.

**PROFORMA- 2****LIST OF KEY PERSONAL PERMANANTLY EMPLOYED**

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

**OTHER INFORMATION**

1. Work force permanently employed
  - i) Mason
  - ii) Carpenters
  - iii) Mechanics
  - iv) Electricians
  - v) Mates / helpers
  - vi) Others
2. Work shop / manufacturing unit facilities
  - i) Location
  - ii) Area
  - iii) Type of structure
  - iv) Type of facilities
3. List of major constructional equipments in possession of the firm

Signature of the Applicant

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**List of Documents enclosed with application form.**

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate.
3. VAT registration certificate
4. VAT clearance certificate
5. Work contract tax registration certificate
6. Work contract tax clearance certificate
7. EPF registration certificate
8. Copies of proof regarding the work executed like work order and completion certificate.
9. Electrical contractor licence.
10. Photograph of major work executed.
11. Certified copies of audited balance sheets / chartered accountants certificates.
12. Copy of power of attorney (wherever applicable)
13. **Demand draft / pay order ( NON REFUNDABLE ) of Rs. 500/- in favor of Bank Of Maharashtra payable at Bhopal .**

Note - please teak the certificates / documents attached.