



# **Bank of Maharashtra**

**ZONAL OFFICE**

**04, SIVAGNANAM ROAD**

**T-NAGAR, CHENNAI-600017**

**Invites**

**Application for**

**EMPANELMENT OF  
FURNITURE/CIVIL/ELECTRICAL  
CONTRACTORS/ARCHITECTS**

### EMPANELMENT OF CONTRACTORS

Bank of Maharashtra is in the process of empanelling contractors in the field of civil, interior, general electrical maintenance work, and empanelment of professionals like architects.

Applications are invited for empanelment from reputed contractors having valid registration with CPWD/MES/PSUs/ Nationalised Banks/ Govt. Sector/State PWD, in appropriate class ( e.g. class A, B, C & D etc. ).

Contractors / suppliers / professionals/vendors shall apply for empanelment in prescribed format. The tender document is also available on our website "[www.bankofmaharashtra.in/tenders](http://www.bankofmaharashtra.in/tenders)". The tender document available on the website is for information only in order to make aware of all the details of the tender for prospective bidders. This can be used for purpose of submitting the tender along with prescribed fee which is non refundable. Tender forms are also available at above-mentioned address i.e. Bank of Maharashtra, Zonal Office, 04, Sivagnanam Road, Chennai-600017.

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/professional/vendors should have minimum three years of experience in the respective field. The contractors/professionals applying for electrical works should have valid electrical licenses issued by electrical inspectorate / AP Transco in appropriate class / PWD/Railways/Electricity Board etc.
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 may 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. The judgement /assessment made by the bank in this regard after scrutiny of applications and supporting documents shall be final, conclusive and binding.
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 proforma 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 shall be final and binding and no further correspondence shall be entertained. Contractors empanelled shall be informed separately.
10. Intending contractors are requested to read the proforma carefully before filling the particulars.
11. Incomplete applications shall be rejected.
12. If any information/details furnished by the selected contractors/suppliers/professionals/vendors is found to be false at any time in future OR if any information affecting empanelment is willingly/unwillingly withheld OR concealed and comes to the knowledge/notice of the bank at any point of time, the empanelment of contractors/suppliers/professionals/vendors shall be cancelled immediately.
13. Wherever required , only certified copies should be submitted.
14. Cost of the application form is Rs.1000.00 which is not refundable & to be paid by way of Demand Draft favouring Bank of Maharashtra payable at CHENNAI along with the application at the time of submission of the same. Application without the application fee shall be liable to be rejected outright.
15. Application form is not transferable.
16. Empanelment of the firm, if selected, will be valid only for 3 years.
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 up to **5.00 pm** on or before 18.06.2018 to the Asstt. Gen. Manager, Bank of Maharashtra, Zonal Office, 04, Sivagnanam Road, T-nagar, Chennai. The application shall not be accepted by post / courier. Each application/form must accompany Demand Draft of Rs.1000/-, favouring Bank of Maharashtra and payable at CHENNAI.
20. It is necessary that Contractors / suppliers / professionals/vendors must have office at Chennai or a full-fledged branch office at Chennai if its head/registered office is at somewhere else.

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BIO DATA OF THE 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) GST 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 &amp; telephone

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

5. Enclose solvency certificate of the amount as mentioned at Point No.18(4) (Certificate to be enclosed as Annexure III). Enclosed / Not enclosed

**Note:** The solvency certificate should be addressed to Bank of Maharashtra and not older than six months from the date of advertisement.

6. 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

7. 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 10 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 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	VAT paid Rs.	Service Tax paid
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

Sl. No.	Name of activity	Work for which empanelment is sought
1	<b>Furniture work / Furnishing work of all types.</b> Category A . Up to Rs.50 lacs Category B . Up to Rs.30 lacs Category C . Up to Rs.15 lacs Category D . Up to Rs.05 lacs	
2	<b>Renovation of Office premises on turn key basis Which include civil, electrical &amp; furniture work including modular furniture</b> Category A . Up to Rs.50 lacs Category B . Up to Rs.30 lacs Category C . Up to Rs.15 lacs Category D . Up to Rs.05 lacs	
3	<b>Architects</b> should have been registered with Council of Architects only]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.50 lacs Category B . Up to Rs.30 lacs Category C . Up to Rs.15 lacs Category D . Up to Rs.05 lacs	
4	<b>Civil work</b> (Civil repairs including new work, construction / Structural rehabilitation of building, painting/polishing, fabrication, Sanitary & plumbing, Waterproofing etc). Category A . Up to Rs.50 lacs Category B . Up to Rs.30 lacs Category C . Up to Rs.15 lacs Category D . Up to Rs.05 lacs	
5	<b>Electrical work</b> including repairs and maintenance. Category A . Up to Rs.50 lacs Category B . Up to Rs.30 lacs Category C . Up to Rs.15 lacs Category D . Up to Rs.05 lacs	

**NOTE:** For works at Sr. Nos. 1 to 5, category shall be mentioned.



## RE-QUALIFICATION CRITERIA

Sr No	Criteria	Weightages	Self rating marks
1	For works at Sr. Nos. 1 & 6 - 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 40% of the value indicated for the category for which registration is sought during last 3 years	35	
2	Average turnover for the last three years shall be <b>30%</b> of the upper ceiling mentioned / estimated cost of the work <u>For Work at Sr. No. 1 to 6</u> Category A . Up to Rs.15.0 lacs Category B . Up to Rs.9.0 lacs Category C . Up to Rs.4.5 lacs Category D . Up to Rs.1 .5 lacs	20	
3	Should have made profit during last three years	10	
4	Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months) <u>For Work at Sr. No. 1 to 6</u> Category A . above Rs.15.0 lacs Category B . Up to Rs.9.0 lacs Category C . Up to Rs.4.5 lacs Category D . Up to Rs.1 .5 lacs	10	
5	The firm must have full set-up of office in Chennai	15	
6	The firm must have qualified personnel Sr. no. 1 to 6 Minimum qualified personnel	10	
	<b>TOTAL</b>	<b>100</b>	

**NOTE:** 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.**



## 20. LIST OF ENCLOSURES

ANNEXURE NO.		TICK IF ENCLOSED
	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, GST , EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
	Certificates of Registration with Govt. / Public Sector / Banks.	
	Copies of work orders along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIID, 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 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 contractors shall be final and binding on me / us.
3. All the information furnished by me 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.