

BANK OF MAHARASHTRA
AHMEDNAGAR



APPLICATION
FOR

**Notice for Empanelment of Various Agencies,
Contractors & Service providers**

AT
BRANCHES OF ENTIRE AHMEDNAGAR
REGION

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items/Maintenance Contract items/Garages for repairs of 4 wheelers/Telephone
Service Providers/Petrol Pump, Solar Energy Equipment manufacturers ,Painting
Contractors, Interior Decorators and Contractors, Security Service Providers :
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Bank of Maharashtra

Ahmednagar Regional Office
"Gurukul" 2nd floor, Laltaki Road
Ahmednagar – 414 003.

Phone : (0241) 2430428 /2430659, Fax : (0241)2430562
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Ref.No.AX38/Empanelment/2010

Date 30.06.2010

Notice for Empanelment of Various Agencies, Contractors & Service providers

Applications in the prescribed format are invited for empanelment of suppliers of below mentioned goods and services.

- 1) General Printers
- 2) Supply of computer paper(continuous stationery) with or without Bank's logo.
- 3) All types of table stationery ,office stationery items.
- 4) Manufacturers of plastic files,box files, folders, envelopes etc.
- 5) Suppliers of Electronic items such as TV set, Fax cum Printers ,UPS, Batteries,etc.
- 6) Suppliers of Electric items such as Fans, Air conditioners, electric tubes,bulbs etc.
- 7) Manufacturer/Suppliers of all types of preprinted envelopes.
- 8) Courier Services.
- 9) Architects, Civil & Electrical Consultants, Solar Energy Consultants, Structural Engineers, Valuers.
- 10) Furniture Contractors for supply of furniture items including wooden flooring.
- 11) Supply of Uniforms/livery and other related items.
- 12) Supply of Toiletry items and cleaning material.
- 13) Maintenance Contract for items e.g. Equipments like Water Coolers, fax, Photocopier machines, batteries , UPS , AC Units , Fire Extinguishers, Security Alarm System, CC TV , Note Counting machines, Fake Note detectors, Pest Control , EPABX System etc. and other miscellaneous services .

- 14) Company/Authorised garages/service stations for repairs/servicing of four wheelers of the Bank.
- 15) Supply of Petrol/ Diesel for bank's own vehicles on monthly payment basis.
- 16) Solar Energy Equipment manufacturers/suppliers.
- 17) Civil, Plumbing, Sanitary & Painting contractors.
- 18) Interior Decorators and Furniture Contractors.
- 19) Electrical Contractors
- 20) Security Service Providers.

at the Branches of Ahmednagar Region (covering entire Ahmednagar District) .

Applicants must have sound financial status and minimum of 02 years experience in the respective lines of business.

- a) In respect of category No.16,The applicants should give full details of their qualifications, expertise in the field, experience in the line along with recognition if any from IREDA/MEDA.
- b) Five years Professional experience is necessary in respect of category No.20.The Security Service Providers should be licensed under PSARA-2007 by the Licensing Authority and should be registered with Security Guard Board.

Minimum expected sales for the year ended 2007-08 in each category is given as under. Establishments with less than the minimum sales and experience need not apply.

- i) Category 1 to 20 (except 09) - Rs 2.00 lacs.
- ii) Category 09. - - Professional fees of Rs 1.00 lacs

Applications with inadequate experience are liable for rejection. Suppliers /Printers /Contractors of goods and services who are currently on the bank's panel may apply afresh for empanelment. Details are available on our web site www.bankofmaharashtra.in

1. Last date for Submission of the Forms : On any working day upto 10.07.2010 till 5.30 p.m.
2. Place of collection and submission of forms : Asstt.Gen Manager,
Bank of Maharashtra,
Ahmednagar Region, 2nd floor,
"Gurukul" building, Laltaki Road,
Ahmednagar – 414 003

Application received after the last date and time of submission are liable for rejection.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof. Empanelment does not confer any right on any of the suppliers of goods and services to receive invitation to bid for works at a later date.

Terms and conditions

- 1) Sealed applications in prescribed form are invited upto 04 April 2009 till 2.30 p.m. for empanelment of suppliers/contractors/service providers for inviting limited tenders from them for purchase of material such as Office Stationery, Paper & Computer Paper, Electric & Electronic, Mechanical, Furniture, Livery, Toiletry, Binding & Printing and other miscellaneous articles and services including maintenance contracts and security services. Incomplete applications will be rejected without further reference.
- 2) The applicants should specifically mention the items for which they require empanelment. In future, whenever there is requirement for purchase of items or for maintenance or for providing any service, the Notice Inviting Tender may be sent to the empanelled vendors at their registered address or on e-mail address. However, empanelment does not confer any right on any of the suppliers of goods and services to receive invitation to Bid for works at a later date.
- 3) The empanelled vendors shall be required to submit Tenders as per the terms and conditions laid down in the particular Notice inviting Tender.
- 4) The Bank reserves the right to empanel any vendor and to cancel the empanelment of any vendor at any time, without giving any notice and without giving any reason.
- 5) Submission of the application does not confer any right on any applicant for empanelment.
- 6) The decision of the Bank on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
- 7) Empanelment will not ipso facto confer any right on any vendor to receive Notice Inviting Tender.
- 8) Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
- 9) The application form along with the detailed list of all Stationery items; Computer items; Electric items; Electronic items; Mechanical items; Furniture items; Livery items; Toiletry & other miscellaneous items and Maintenance/Contracts etc. and services likely to be required by the Bank can be obtained from Asstt. General Manager, Bank of Maharashtra, Laltaki Road, Ahmednagar or downloaded from the Website of the Bank of Maharashtra on www.bankofmaharashtra.in. If empanelment is sought for more than one category then separate application be submitted for each category.
- 10) The Bank reserves the right to purchase any item or to award maintenance/Rate services contract to any vendor who is not empanelled with it.
- 11) Information called for against each item should be furnished in full.
- 12) Latest Income Tax Assessment Order, Sales-Tax Assessment Certificate, Balance sheet, P/L a/c about the performance of the firm for the last 02 years should be forwarded along with this form.
- 13) Details of the experience in the field of supply of stationery, paper, work of printing, supply of equipments, furniture work, civil, electrical work, Repairing of vehicles, Courier Services etc. (Please enclose certificate/s from the institutions/

Deptts. on the Performance of the firm with reference to promptness of supply and adherence to specified quality/ quantity etc. if available be submitted.

- 14) Details of the such contracts undertaken in the past. Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued be submitted.
- 15) Details of registration as per the shop and establishment Act.

Additional list of various agencies, contractors & service providers

Sl.No.	Description
1	Architects, Structural Consultants & Electrical consultants
2	Civil Contractors
3	Valuers - Land & Building , Plant & Machinery
4	Furniture Contractos
5	Plumbing contractors
6	Painting Contractor
7	Civil repairs
8	Electrical repairs
9	Furniture Repairs
10	Electrical Contractors
11	AC Units, Water coolers & Other elctrical goods suppliers
12	Air Conditioning -Repairs
13	Furinite Suppliers -Chairs, tables, cupboards, Slotted angle racks
14	Fax, Xerox, Printers,Calculators, Wall cloack, Telephone Instrument & Projector suppliers
15	Table Stationery, Printed Envelopes, Toner & Copmputer Stationery & Continuos paper suppliers
16	Cash Vans - Mahindra, Tata etc Body builders
17	Banner, Digital Board , Flex Boards & Glow Sign Board suppliers
18	Annual maintenance contractors for Air-Conditioning Units, Fax, Xerox, Printers, UPS, Inverter, Note Counting /Note sorting/Fake Note detecting machine, Fire Extinguishers, Fire Alarm System, Security Alarm System , EPABX System , Pest Control Service, Generators, Pumps
19	Note Counting /Note sorting/Fake Note detecting machine suppliers
20	Building cleaning materials such as Phenol, Acid, Scented cubes, liquid soap, door mats, brooms
21	Packaged Drinking Water supplier
22	Courier Service Providers
23	Fabricators
24	Security Guards, Armed Guards,Cash Van & Security Service Provider
25	Advertising & Publicity Agencies
26	Mandap, Public address System & Lighting Decorators
27	CC TV Suppliers & its AMC
28	Supply & Maintenance of UPS Systems & Invertors
29	Supply & Maintenance of Batteries
30	Supply of Uniforms/livery and other related items

COVERING LETTER

Date:

To,

Asstt.Gen Manager,
Bank of Maharashtra,
Ahmednagar Regional Office ,
“Gurukul” building, 2nd floor ,Laltaki Road,
Ahmednagar – 414 003

Sub : Notice for Empanelment of Various Agencies, Contractors & Service providers

Ref : Empanelment Notice Published in Daily News paper on _____

In response to the above notice, I/We hereby submit my / our application in the required format. I/We have adhered to the requirements prescribed by the Bank. I/We have carefully gone through the guidelines/ terms and conditions and prescribed format carefully and I/We accept the same without any alterations/ modifications. We are also aware that the bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Yours faithfully,

Signature& Seal of Contractor/agency.

COMMON APPLICATION FOR ALL CATEGORIES

To
Asstt.General Manager
Bank of Maharashtra
Ahmednagar Regional Office,
2nd floor, Gurukul building, Laltaki Road,
Ahmednagar – 414 003

Application form for empanelment of Various Agencies, Contractors & Service providers in the panel of Bank of Maharashtra Ahmednagar Region.

We submit following details.

Sr. No	Particulars	Details	Tick Mark
1	Category	1) Empanelment of General Printers.	
		2)Supply of Computer Paper with or without Banks logo printing,	
		5) Suppliers of table stationery/office stationery items	
		6) Manufacturers of plastic files, box files, folders, envelopes etc.	
		7) Suppliers of Electronic items	
		8) Suppliers of Electric items .	
		9) Manufacturer of all types of preprinted envelopes.	
		10) Courier Services	
		11) Architects, Interior Designers & Decorators, Civil & Electrical Energy Consultants, Structural Engineers, Solar energy Consultants & Valuers .	
		12) Supply of furniture items. Repairs to Bank's furniture	
		13) Supply of Uniform Cloth/livery and other related items.	
		14) Supply of toiletry & other miscellaneous items	
		15) Maintenance Contracts for items like Water Coolers, Fax, Photocopier machines,Batteries, UPS etc.	
		16) Company/Authorised Garages for repairs of four wheelers of the Bank.	
		17) Supply of Petrol/ Diesel for bank's own vehicles on monthly payment basis.	
		18) Service Providers for Telephones for repairs and maintenance	
		19) Solar Energy Equipment manufacturers/ suppliers,	
		20) Painting Contractors	
		21) Interior Decorators & Contractors	
		22) Security Guard Service Provider	
		23)Other Agency / Contractor/ Service Provider, please specify-	

2	Name/Address & Telephone No. of the Applicant / firm			
3	Permanent Account Number(PAN)/ Traders Identification Number(TIN) allotted under the Income Tax Act : Service Tax No.			
4	Registration No. under CST/VAT (Attach photocopies)			
5	Sales (Rs in lacs) for past 3 years	2007-08	2008-09	2009-10
6	Name & Address of the Bank with which the applicant / firm maintains account	Name Address Type of the A/c- SB/CA/CC A/c No.		
7	Whether the applicant/firm has earlier been on bank's panel specify the category and period of Empanelment			
8	Addresses of Government Departments/Banks/Financial Institutions/ Public Sector Undertakings /leading private sector company with which the applicant is registered /empanelled as supplier /printer.(Please enclose certificate/s from the institutions/Depts. wherein specific comments on the Performance of the firm with reference to promptness of supply and adherence to specified quality/ quantity etc. are given if available)			
9				

We have accepted the following terms and other conditions and enclose the documents that are required as under :-

- 1) Copies of latest Income Tax Assessment Order, Sales-Tax Assessment order, Balance sheet, P/L a/c about the performance of the firm in respect of (last year) should be forwarded along with this form.
- 2) Details of the such contracts undertaken in the past. Present status of such contracts along with the copies of award of contract, duration of the said contract, certificate of appreciation, if any, and reasons if the contracts are discontinued.
- 3) Details of registration as per the shop and establishment Act.
- 4) Copy of 'PAN CARD' issued by Income Tax authorities is enclosed.

Seal & Signature of the Proprietor/
Authorized Person and name(s)

Category wise details of our requirement when tender is called for.

1) SUPPLY OF TABLE STATIONERY/OFFICE STATIONERY ITEMS:

File Covers of various types, Pencils, Book Pockets, Brass Pins, U-clips, Various types of Cello Tapes, Correcting Fluids, Desk Knives, Diaries, Duplicating Ink, Dusters, Engagement Pads, Erasers, Fax paper roll, File Boards, File Bands, Gum Bottles, Glu Sticks, Paper Cutter, Paper Weight, Pencil Box and Tray, Pin Cushion, Water Dumper, Various Types of Table Pads, Plastic Folder Strips, Pencil Box, Punching Machines of different types, Quick fix, Ball Pen Refills of different types, Rules Registers of different sizes, Duplo machine's ink, Rubber Band, Rubber Stamps, Scissors (Iron), Scissors (Plastic), Scotch Brite, Sealing Wax, Book, File Covers, Sharpener, Pencil Cutter, Short Hand Note Book, Shrink Film Roll, Signature Pads, Slip Pads - Plain & Ruled of different sizes, Stamp Pad, Stamp Pad Ink, Staple Pins in different Sizes, Stapling Machines in different sizes, Staple Pin Remover, Address Slip (sticker), Sticker, Stitching Thread, various Solo plastic files etc. This is only an indicative list.

2) Manufacturer/Supplier of all types of Box files, plastic files, plastic folders with printed matter as specified by the bank from time to time.

3) Suppliers of Electronic items

Photo Copier Machine / Fax Machines, Calculators, Weighing Machine, Franking Machines, Cordless Telephones, Mobile Phones, Ordinary Phone, Dictaphone, EPABX C-Dot Telephone, Wall Clock, Time Piece, Telephone EPBX, Colour Television, Set Top Box etc.

Please give the details in respect of Photocopier machines of brand name with speed per minute additional facilities e.g. LAN connectivity, Hard Disc Memory, RADF, Back to back printing, net working etc. The above is only an indicative list.

4) Supply of Electric items

Inverters, UPSs, Stabilizers, Air Conditioners, Water Cooler, Water filter, Desert Coolers, Pedestal Fans, Emergency Tube Light, Fridge, Geyser, Heaters, Various types of Electric and Telephone Wires, Sockets, Plugs, Remote Bell, Extension Boards, Automatic Air Dispensers, etc.

5) Empanelment of Manufacturer/Suppliers of all types of printed envelopes made up of paper.

Envelopes of different types and sizes - Plain, Cloth Coated, Jeckonet

06) Courier Services : Within Ahmednagar District & Pune.

General Conditions of Contract in respect of Courier Services

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- 1) The contract document consists of the agreement, the General conditions of contract, list of places where consignments are to be sent, rates for different areas to be incorporated.
 - 2) Company should have in their employment the required number of persons to carry out the daily routine collection, delivery job for the above mentioned centers.

- 3) The services for all centers will be on the daily basis excluding Sundays and Bank Holidays. Collection of documents from 10.30 a.m and upto 5.30 p.m and delivery at destination during office hours.
- 4) The authorized employee of the company while collecting the packets from C.O will furnish receipt / acknowledge having received the packet. In the same manner the Branch Manager /Official of the bank at branch /office of destination while taking delivery of consignments will acknowledge the receipt of the representative of the courier. For this purpose courier company will maintain a register and on line tracking facility for collection / delivery of consignment.
- 5) The charges demanded by Courier Company will be for collecting, carrying and delivery of documents.
- 6) Every authorized employee of the Company will be provided with a letter of authority by the employer firm and also with a Identity Card. The Identity Card will bear the photograph of authorized employee duly attested by Company's proprietor with bank's stamp.
- 7) The authorized employee of the firm while collecting consignment from office will ensure that all covers / envelopes are packed and sealed properly and that they are not toned / damage in any manner. He will also ensure that all the collected packets/ envelopes bear proper address for destination.
- 8) The authorized employee of the firm will always carry with him the letter of authority and Identity card issued by the firm while visiting the branch/ office for collection / delivery purpose.
- 9) The Company will take every precaution for safety of packets/ envelopes collected for transit.
- 10) In case of loss of any consignment in transit it will be firm's sole responsibility and they will be accountable to the Bank for any loss so occurred.
- 11) The Company will depute its authorized employee to bank everyday on the stipulated time and there will be no absenteeism of the authorized employee for this work any day for any reason.

Places that are to be covered : Entire Ahmednagar District

11) Architects,Civil & Electrical Consultants,Solar Energy Consultants,Structural Engineers.Please inform the qualifications in the line of activity & particulars of registration with the concerned Govt.Authorities.Particulars of qualifications of all partners etc. be given in case of firms.

12) SUPPLY OF FURNITURE ITEMS

Executive Revolving Chairs, Computer Chairs, Tub Type Chairs, Easy Chairs, Square Steel Pipe Chairs, Round Steel Pipe Chairs, various sizes office tables, Executive Tables,Sofa Sets, Steel Almirahs, Wooden Almirahs, Book Cases, Wardrobes, Racks of various sizes, Work Station, Filing Cabinet, Benches (Steel &Wooden), Notice Board, Book Rack, Wooden Counters, Carpets, Central Table, Chowki,Catalogue Card Cabinet, Daris, Dewans, Door Mats, Dressing Table, Foot Rest, Folding Sheet Back, Flower Boxes, Ladders, Library Stacks, Dining Table and Chairs, Paper Tray, Steel and Wooden, Side Racks, Stool, Standing Screen, Safe, Side Tables, Stationery Racks, Wheel Barrows, Trolleys, Garden Table & Chairs, Double Bed, TV Trolley, Cup Board, Slanting Writing Desk with brass fittings, Letter Box, Cash Box, Cane Chair Revolving, Counter Chairs, Computer Table, Charging Tray, Corner Tables, Round Tables with matching chairs, Revolving Book Stand, Steel Revolving Stool, Wheel Chair

(Folding), Conference Chairs, Newspaper Display Stand, Folding Bed, Dinner Wagon, etc.

13) SUPPLY OF UNIFORM/LIVERY AND OTHER RELATED ITEMS

Cloth for summer and winter uniforms, Badges, Shoes of standard brands ,Socks, Jerseys, Sarees,Rainsuits,Caps etc.

14) SUPPLY OF TOILETRY AND OTHER MISCELLANEOUS ITEMS

Acid Bottle, Battery cell of various sizes, Baygon spray, Brasso, Brooms, Brush Tall, Colin Spray, Candle Sticks, Different Cartridge Tape, Dies, Floor Swabs, Floor Wipers, Homocol, Plastic Jugs, Buckets, Plastic Box, Waste Paper Basket, Kerosene Oil, Markin Cloth, Match Box, Mouse Traps, Name Plates (Brass and Plastic), Napkin Cloth, Naphthalene Balls, Needles, Odonil, Phenyle, Sutli Jute and Plastic, Tat, Thinner, Toilet Brush, Toilet Paper Roll, Torch, Tumbler, Tumbler Cover, Vim Powder, Visiting Card Album, Washing Soda, Water Filter Candle, Soap Cakes & Cases, Spider Brush, National Flags, Room Refreshers, Desert Cooler stand, Water pipes (PVC), Rain Coats, Umbrella, Brief Cases, Canvas Bags, various types of table glasses and glasses for book cases etc., Cars, Bicycles, CNG Van, Spiral Binding Machine, Cotton Tape, Crockery items, Khadi Dusters ,Manjar pat cloth for packing etc. This is only an indicative list.

15) ANNUAL MAINTENANCE CONTRACT ITEMS:

Air Conditioners, Fax Machines, Inverters, UPS, Desert Coolers, Water Cooler, Aquaguards, Shrinking & Strapping Machines, Franking Machine, Photocopy machine on rental basis, Pedestal Fans, Printers, Laser jet Printers, Scanners, Digital Photocopying Machines with all facilities on rental basis , Digital Display Boards, Pedestal Fans, Cycles, Painting and polishing of various furniture, Carpets, Refilling of fire extinguishers, EPABX C-Dot Telephone, Stitching Contract of Uniform to sub-staffs, Dry Cleaning, Typewriters, Wall Clocks, Toners, Cartridges, Rubber Stamps, Binding Work etc.

16)Company Authorised garage for repairs of bank's four wheeler vehicles.

17) Supply of Petrol/Diesel for bank's own vehicles on monthly contract basis.

Suppliers of Petrol/Diesel for bank's vehicle within the vicinity of 10 Km. from our office.

18) Service Providers for Telephones for repairs and maintenance.

- 19) Solar Energy Equipment manufacturers/suppliers.
- 16) Painting contractors.
- 17) Interior Decorators and Contractors.
- 18) Security Service Providers.