



**MAHARASHTRA GRAMIN BANK**

(A Scheduled Bank established by Govt. of India.)  
Sponsor Bank : Bank of Maharashtra

EMP NO IT 012024-25



**MAHARASHTRA GRAMIN BANK  
HEAD OFFICE: WALUJ MAHANAGAR,  
CHHATRAPATI SAMBHAJINAGAR (M.S.)**

**APPLICATIONS FOR EMPANELMENT OF**

***VENDOR FOR SUPPLY & INSTALLATION OF COMPUTER HARDWARE, CCTV  
SOFTWARE & PERIPHERALS AND ANNUAL MAINTENANCE OF HARDWARE***

**LAST DATE FOR SUBMISSION OF APPLICATIONS: 14.08.2024 (5.00 p.m.)**

**AT**

**HEAD OFFICE: PLOT NO 42, GROWTH CENTER, NAGAR- IV, CIDCO WALUJ  
MAHANAGAR, GOLWADI, CHHATRAPATIL SAMBHAJINAGAR - 431010**

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**EMPANELMENT OF VENDOR FOR SUPPLY & INSTALLATION OF COMPUTER  
HARDWARE, CCTV, SOFTWARE & PERIPHERALS AND ANNUAL  
MAINTENANCE OF HARDWARE**

Maharashtra Gramin Bank, a leading Regional Rural Bank in Maharashtra State, having its Head Office at "Plot No.42, Gut No.33(Part), Village Golwadi, Growth Centre, Waluj, Mahanagar 4, CIDCO, Chhatrapati Sambhainagar -431010" with network of 421 Branches spread over 17 Districts of Maharashtra State including entire Marathwada and Khandesh Regions, Nasik, Pune, Ahmednagar, Thane, Raigad and Palghar Districts along with 7 Regional Offices at Chhatrapati Sambhainagar, Beed, Latur, Nanded, Nashik, Parbhani and Pune is in process of preparing panel of Vendor.

Applications are invited for preparing the panels of vendor for supply of computer hardware & peripherals. The Empanelment will be for the period of 03 years i.e. up to 31.03.2027.

Interested vendors may apply for empanelment process. Formats of application forms, Eligibility Criteria, terms and Conditions for submission of applications and other information may be collected from any one of the 7 Regional Offices listed above or can be downloaded from the Bank's website **www: mahagramin.in**

Last date of submission of applications is 14.08.2024 (**up to 5.00 P.M.**). Applications shall be submitted only to Head Office, Chhatrapati Sambhainagar .

Already empaneled parties shall also apply a fresh. Bank reserves right to accept or reject any or all applications without assigning any reason thereof.

**Date:**-----

**Place: Chhatrapati Sambhainagar**

Sd/-

**General Manager, IT**  
**Head Office: Chhatrapati Sambhainagar**

Applicants must have sound financial status, with adequate experience in the respective line of business.

The minimum year wise average sale for the last three years shall be as under:

Sr. No.	Service Provider	Average minimum Turn over per year for last three years
1	<b>VENDOR FOR SUPPLY &amp; INSTALLATION OF COMPUTER HARDWARE, CCTV, SOFTWARE &amp; PERIPHERALS AND ANNUAL MAINTENANCE OF HARDWARE</b>	Minimum Rs.25.00 Lakhs and above

Tender shall be called from the empaneled vendors as per the Tender value and turn over criteria as below:

Tender Value	Average minimum Turn over per year for last three years
Rs.1.00 upto 5 Lakh	Minimum 25.00 Lakhs & above
Above Rs. 5.00 Lakhs upto 10 Lakhs	minimum 50.00 Lakhs & Above
Above Rs.10.00 Lakhs Between Rs.25.00 Lakhs	Minimum 100.00 Lakhs & above

Establishments with less than the minimum sales and experience need not apply. Applications with inadequate experience are liable for rejection. Vendor who are currently on the Bank's panel shall also have to apply for fresh empanelment. Details about terms and conditions, formats for applications are also available on our website: [www.mahagramin.in](http://www.mahagramin.in)

1. Last date for collecting forms from our Regional Offices (contact details available on website): 13.08.2024 **till 5.00 p.m.**
2. Last date for submission of completely filled in forms to IT, Head Office, CIDCO, Chhatrapati Sambhajnagar: **on or before 14.08.2024 till 5.00 p.m.**

Applications received after the last date and time of submission are liable for rejection. The Bank reserves the right to accept/reject any or all the applications without assigning any reason thereof. Empanelment does not confer any right on any of the Contractor/Professional to receive invitation to bid for works at a later date.

Sd/-

**General Manager, IT**

**Date: ----- Head Office: Chhatrapati Sambhajnagar**

### **TERMS & CONDITIONS FOR EMPANELMENT**

1. Sealed applications in prescribed form are invited up to 14.08.2024 till 5.00 p.m. for empanelment of Vendor. Incomplete applications will be rejected without further reference.

2. Empanelment list will be prepared for the period of 3 years i.e. up to 31.03.2027

#### **3. ELIGIBILITY:**

3.1 The Bidder submitting the offers should be a Registered Company in India under the Companies Act, 1956/2013 and shall be in existence for the last five years having a turnover of minimum ₹25 .00 Lakhs per year in the last three financial years i.e. 2021-2022, 2022-2023 and 2023-2024 in hardware business. This must be the individual Company's turnover and not that of any group of Companies. Copy of the certificate of incorporation should be enclosed as documentary proof.

3.2 The Bidder Company should have made profits / positive net worth in all three previous financial years i.e. 2021-2022 2022-2023 and 2023-2024. A copy of relevant years' audited annual reports / financial statements shall be submitted with the offer in support of net sales turnover and profit.

3.3 The bidder should have ISO 9000 / ISO 9001/ ISO 27001 or equivalent certification. The original manufacturer (OEM) should have ISO 9000 / ISO 9001/ ISO 27001 certification for Design & manufacturing of PCs/ Peripherals. Necessary certificate be enclosed.

3.4 If the bidder is an authorized supplier of the Desktops/Printers, then the original manufacturer should also meet the turnover and financial criteria mentioned above and documentary proof to that effect should be enclosed.

3.5 The bidder should have executed sales/service orders for supply of hardware to scheduled commercial banks/PSU/ Central /State Government Organizations/Other (having pan India presence) totaling to Rs. 25.00 Lakhs or more during each of last three financial years. Necessary certificates/ credentials / PO financial year wise to that effect from the banks should be enclosed.

3.6 The Bidder should not have been blacklisted by any government organization / banks/any other company. Self-declaration to that effect should be submitted along with the technical bid.

3.7 Firms having 5 years and above experience of actual work done in Banking sector having turn over above Rs. 25.00 Lakh may also apply.

3.8 Vendor disqualified earlier by any Bank or institute/company are not eligible to apply.

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 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 matter connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.
7. Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
8. The application can be downloaded from the website **www: mahagramin.in** of the Bank
9. Information called for against each item should be furnished in full.
10. Latest Income tax assessment orders/Sales tax assessment certificates, balance Sheets, P/L A/cs about the performance of the firm for last 3 years should be forwarded along with applications.
11. Details of experience in the respective field should be enclosed.
12. Details of such Contracts undertaken in the past, present status of such contracts along with the copies of award of contract, duration of contract certificate of appreciation if any, and reasons if the contracts are discontinued shall be furnished.
13. The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/permissions required for the supply /services.
14. Details of registration as per shop and establishment act shall be furnished.
15. Details with Municipal Corporation to run the shop shall be furnished.
16. Details of registration with Tax authorities (including LBT) shall be furnished.
17. List of Empaneled Vendors will be prepared and conveyed to the concerned in due course. No separate correspondence will be entertained in this regard
18. The Firm shall have the GST registration, without which the application will not be considered
19. Shop act license or required documents as applicable to various service providers/vendors shall be submitted with the application.
20. For any query your mail contact us on below email  
[abhay.patil@mahagramin.co.in](mailto:abhay.patil@mahagramin.co.in),  
[aniruddha.joshi@mahagramin.co.in](mailto:aniruddha.joshi@mahagramin.co.in)  
[Prashant.jadhav@mahagramin.co.in](mailto:Prashant.jadhav@mahagramin.co.in)

**COVERING LETTER**(To be given on letter head of the firm)

To,  
The General Manager,IT  
Maharashtra Gramin Bank,  
Head Office, Plot No.42, Gut No.33(Part),  
Village Golwadi, Growth Centre, Waluj Mahanagar-4,  
CIDCO, Chhatrapati Sambhainagar - **431 010**

**Sub: Empanelment of Vendor For Supply & Installation Of Computer Hardware, CCTV, Software & Peripherals And Annual Maintenance Of Hardware**

Ref: Empanelment notice published in daily Newspaper on date:-----

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In response to the above Notice, I/We hereby submit my/our application in the required format along with ANNEXURE-I and declaration.

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.

I/We am/are also aware that the Bank reserves the right to accept or reject any or all applications without assigning any reason/s thereof and decision taken by the Bank in this regard will be binding on me/us.

Yours faithfully,

**Signature with Seal**

**Date:**

**Application format for Empanelment with Maharashtra Gramin Bank, Head Office,  
Chhatrapati Sambhainagar**

**APPLICATION FORMAT:**

Sl.	Item	Details
1.	Name of Company	
2.	Postal Address of HO & Branch offices at Chh Sambhajinagar(if Any)	
3.	Telephone/ Mobile and Fax numbers	
4.	Constitution of the Company	
5.	Name and designation of the person authorized to make commitments to the Maharashtra Gramin Bank	
6.	Email Address	
7.	Year of commencement of Business	
8.	Turnover of the company (not of group) AY 2022-23 (FY 2021-22) AY 2023-24 (FY 2022-23) AY 2024-25 (FY 2023-24)	
9.	Profit of the company (not of group) AY 2022-23 (FY 2021-22) AY 2023-24 (FY 2022-23) AY 2024-25 (FY 2023-24)	
10.	Sales Tax Number	
11.	Income Tax Number	
12.	Whether direct manufacturer or authorized dealers/agent(Certificate from OEM as authorized dealer)	
13.	Name and Address of manufacturer	
14.	Location of Manufacturing facility	
15.	Brief Description of facilities for manufacture, production, inspection, testing and quality assurance	
16.	Brief Description of after sales service facilities available with the bidder	
17.	Names and addresses of the principal bankers with whom major credit facilities (fund / non-fund) are being enjoyed (Also mention names of the banks in consortium, names of the contact officials of the bank, phone & fax numbers etc.)	
18.	ISO 9000/9001/27001 Certification	

**Note:** Where copies are required to be furnished, these should be certified copies preferably by the concerned agencies or Govt. Officer.

In case the applicant intends to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Requirements:**

Vendor should be practicing in their respective fields with more than 5 years' experience



Vendor on panel of especially MGB/Bank of Maharashtra and others PSBs are preferred. Vendor should have successfully completed projects worth Rs. 25.00 lakhs and more till date and documentary evidence in support of this must be submitted.

**ANNEXURE – I**

**a) Previous experience-** List of Important Works Executed by the firm during last Five years. At least one work item to be indicated for each of the last **five** years. **(Copy of work orders to be enclosed)**

Sr. No	Name of Work/Project executed with name & address	Nature of Work Involved in the Contract (e.g.) Installation of Servers, PCs Etc., System Integration Etc.)	Banks/ Financial Institutions, Government, or semi Government of India Undertaking or private body with full address & full name of the official from the owner side for whom the work was executed.	Contract Amount	PO details		Status of completion with certificate Or Sign off	Whether the work was left incomplete or contract was terminated from either side. Give full details	Any other relevant information including reason, if any, for delay in completion of work
					PO date	Project completion date			
1	2	3	4	5	6	7	8	9	

- Client details --- Name, Status (Private/PSU, state govt, Central govt)

**Signature of 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/s

**LIST OF DOCUMENTS TO BE ENCLOSED:**

1. Registration of the firm under shop Act
2. Proprietorship Proof /Partnership firm: Deed of partnership
3. Educational/Professional qualification Certificate
4. Experience certificate especially in Banking
5. Address proof of firm /Contractor
6. Article of Association (In case of Pvt. Ltd. Co.)
7. Memorandum of Association (In case of Pvt. Ltd. Co.)
8. Certificate of Incorporation (in case of Pvt. Ltd Co.)
9. Aadhar Card of the Contractor
10. Income Tax return copies for last three years

**Other Supportive documents to be submitted:**

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- A. GST Registration copy
  - B. PAN Card copy of Owner/Firm
  - C. LBT registration copy
  - D. Service Tax Certificate copy

**DECLARATION**

I/We hereby declare as under:

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 me/ourselves and the Bank, 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 Maharashtra Gramin Bank in selection of Vendor will be final and binding to me/us
3. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made with my/our clients for whom I/We have worked & details of these work executed are 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/s of applicant/s  
With Seal of firm**