



**MAHARASHTRA GRAMIN BANK**

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

RFP NO 03/2023-24



**MAHARASHTRA GRAMIN BANK  
HEAD OFFICE:AURANGABAD (M.S.)**

**APPLICATIONS FOR EMPANELMENT OF**

**ARCHITECTS, FURNITURE AND ELETCRICAL CONTRACTORS AND VENDORS FOR NOTE  
COUNTING MACHINES, SECURITY ALARM SYSTEMS, FIRE EXTINGUISHERS, AND PRINTING  
VENDORS FOR OFFICE STATIONERY AND SECURITY ITEMS.**

**LAST DATE FOR SUBMISSION OF APPLICATIONS: 09.02.2024 (5.00 p.m.)**

**AT**

**HEAD OFFICE: PLOT NO. 42, GUT NO.33(PART), VILLAGE GOLWADI  
GROWTH CENTRE, WALUJ MAHANAGAR-IV OF CIDCO, CHH. SAMBHAJINAGAR - 431 010**

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**EMPANELMENT OF ARCHITECTS, FURNITURE AND ELECTRICAL CONTRACTORS AND VENDORS FOR NOTE COUNTING MACHINES, SECURITY ALARM SYSTEMS AND FIRE EXTINGUISHERS, SECURITY AGENCIES AND PRINTERS FOR OFFICE STATIONERY AND SECURITY ITEMS**

Maharashtra Gramin Bank, a leading Regional Rural Bank in Maharashtra State, having its Head Office at "**PLOT NO. 42, IN GUT NO.33(PART), VILLAGE GOLWADI GROWTH CENTRE, WALUJ MAHANAGAR-IV OF CIDCO, CHH. SAMBHAJINAGAR - 431 010** with network of 423 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 Aurangabad, Beed, Latur, Nanded, Nashik, Parbhani and Thane is in process of preparing panel of service providers like Architects, Furniture and Electrical Contractors, Note Counting Machines, Security Alarm Systems, Fire Extinguishers and Printers for Office Stationery and Security Items, vendors and service providers for supply of new and AMC of existing equipments.

Applications are invited for preparing the panels of Architects, Furniture and Electrical Contractors and vendors for Note Counting Machines, Security Alarm Systems, Fire Extinguishers, Security Agencies and Printers for printing of office Stationery and Security items separately for supply of new or AMC of existing equipments. The Empanelment will be for the period of 03 years i.e. From date of empanelment to 31.03.2027.

Interested vendors, Service providers/firms 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](http://www.mahagramin.in)**

Last date of submission of applications is 09.02.2024 (up to 5.00 P.M.). Applications shall be submitted only to Head Office, Aurangabad.

As the earlier Empanelment period is over, already empanelled parties shall also apply a fresh. Bank reserves right to accept or reject any or all applications without assigning any reason thereof.

**Date: 12.01.2024**

**Place: Chh. Sambhajinagar**

**General Manager (Admin)  
Maharashtra Gramin Bank**

Applicants must have sound financial status, with adequate experience in the respective line of business. The Supplier/Agency shall have at least 5 years experience in supplying the goods/services to Maharashtra Gramin Bank or any other Public Sector Bank.

**Bid Collection and Submission Details:**

Tender Reference number (RFP)	03/2023-24
Price of Empanelment Form	₹ 1180/- * (Non Refundable) in the form of Demand Draft or Pay order Payable to <b>Maharashtra Gramin Bank</b> , Aurangabad from any authorized bank/ Scheduled bank
Date of commencement of issue of Empanelment Form	12.01.2024
Last Date of issue of Empanelment Form	08.02.2024 up to 11.00 am
Last Date and Time for receipts of tender offers	09.02.2024 up to 5.00 pm
Place of Opening Empanelment filled up Form	<b>Maharashtra Gramin Bank</b> <b>Head Office:</b> Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth Centre, in Waluj Mahanagar IV of CIDCO Chh. Sambhajnagar 431 010.
Address of Communication	As above
Contact Telephone Numbers	Phone : (0240 ) 2590062

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

Sr. No.	Service Provider	Average minimum Sales/Receipts/works done per year for last three years
1	Architects	Rs.30.00 lakh/year
2	Furniture Contractors	Rs.30.00 lakh/year
3	Electrical Contractors	Rs.15.00 lakh/year
4	Note Counting Machines	Rs.15.00 lakh/year
5	Security Alarm Systems	Rs.10.00/per/year
6	Fire Extinguishers	Rs.10.00 lakh/year
7	Office Stationary Printers	Rs.25.00 lakh/year
8	Security Printers	Rs.50.00 lakh/year

Establishments with less than the minimum sales and experience need not apply. Applications with inadequate experience are liable for rejection. Suppliers, agencies 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)

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



RFP NO 03/2023-24

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.

**General Manager (Admin)**

**Date: 12.01.2024**

**Head Office: Chh. Sambhajinagar**

**TERMS & CONDITIONS FOR EMPANELMENT**

1. Sealed applications in prescribed form are invited up to 09.02.2024 till 5.00 p.m. for empanelment of Architects, Furniture and Electrical Contractors, Vendors of Note Counting Machines, Security Alarm Systems, Fire Extinguishers and Printers for Office Stationery and Security Items for inviting tenders from them for availing services. Applications for Empanelment without Empanelment form cost shall be out rightly rejected. Incomplete applications will be rejected without further reference & no further correspondence in this regard shall be entertained.
2. Empanelment list will be prepared for the period of 3 years i.e. From date of empanelment to 31.03.2027.

**3. ELIGIBILITY:**

- 3.1 **Furniture work Contractors:** The Applicant/ Contractor/ firm shall have been empanelled with MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government with minimum experience of 05 years and minimum average total Sales/Receipts/Works done per year during last 03 years for Furniture work shall be Rs. 30.00 lakhs with MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government.
- 3.2 **Electrical Work Contractors:** The Applicant/ Contractor/ firm shall have been empanelled with MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government with minimum experience of 5 years and minimum average total Sales/Receipts/Works done per year during last 03 years shall be of cost Rs. 15.00 lakhs with MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government.
- 3.3 **Architects:** The Architect/firm shall be registered with the Council of Architecture. Minimum experience of 05 years with MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government is necessary with average Rs.10.00 lakh Income/Receipts per year for the last 03 years from the Consultancy charges. Architect should have successfully completed projects worth Rs. 30.00 lakhs average per year in the last three financial years with MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government.
- 3.4 **Note counting machine vendors:** The average per year sell/turnover shall be Rs. 15.00 lakh for the last 03 years and for other service providers the average total Income shall be as mentioned in the table above for last three years.
- 3.5 **Stationary Printers:** Must have the experience of minimum 05 years of printing work with nationalized Banks with work orders for averagely minimum Rs. 25.00 lakhs per year for the last three years. IBA approval is must for the Printers for Security Items in addition to the other terms and conditions.
- 3.6 **Security Printers:** The printer must have experience of printing of security items of at least 05 years & Printing of Public Sector Bank for 03 years along with adequate infrastructure and manpower to cater the services well in time.
- 3.7 Firms/VENDORS/ contractors should be in profit from last three financial years.
- 3.8 Firms disqualified earlier by the Bank are not eligible to apply.

- 3.9 Firms if empanelled as Architect will not be eligible to work as Furniture or Electrical Contractor.
- 3.10 Relatives of Architects empanelled on the Bank's panel will not be eligible to work as Furniture/Electrical Contractors.
- 3.11 The competent authority at its discretion may lower down the eligibility criteria if found necessary for empanelment.
- 4 Applications shall specifically mention the items/ services for which they require empanelment. In future, whenever there is requirement for any services the intimation inviting tender may be sent to the empanelled Contractors/Vendors at their **registered email address only, and will not be sent on postal address**. However empanelment does not confer any right on any of the suppliers/service providers/professionals to receive invitation to bid for works at a later date.
- 5 The empanelled Vendors shall be required to submit the tenders as per the terms and conditions laid down in the particular notice inviting tenders.
- 6 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.
- 7 The empanelled Vendors shall be agrees to indemnify the Bank and hereby keeps the Bank indemnified in respect of any loss, damages, costs including the costs incurred by the Bank in recovery of the money through legal process, expenses, charges etc. for any reason for which vendor is responsible.
- 8 The empanelled Vendors have never been black listed by any bank/ Government organization. Letter of undertaking regarding not blacklisted to be provided on letter head of Vendor/ Contractors.
- 9 Penalty shall be impose on empanelled Vendors, if work is not completed as per terms & conditions and within stipulated time.
- 10 Submission of the application does not confer any right on any applicant for empanelment.
- 11 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.
- 12 Empanelment will not ipso facto confer any right in any vendors to receive notice inviting tender.
- 13 Bank reserves right to call for any information and record and inspect the premises of any applicant before as well as during empanelment.
- 14 The application can be downloaded from the website: **www.mahagramin.in** of the Bank. If empanelment is sought for more than one category; separate application must be submitted for each category.
- 15 The Bank reserves right to purchase any item /avail any service from any vendor who is not empanelled with it.
- 16 Information called for against each item should be furnished in full.
- 17 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.
- 18 Details of experience in the respective field should be enclosed.



- 19 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.
- 20 The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/permissions required for the supply /services.
- 21 Details of registration as per shop and establishment act shall be furnished.
- 22 Details with Municipal Corporation to run the shop shall be furnished.
- 23 Details of registration with Tax authorities (including LBT) shall be furnished.
- 24 List of Empanelled Architects, Furniture and Electrical contractors will be prepared and conveyed to the concerned in due course. No separate correspondence will be entertained in this regard

**In addition to above the following requisite documents certificates etc. are to be enclosed**

- 25 Crossed Demand draft of any Nationalized /Scheduled Bank for the said amount as cost of empanelment form which is Non-refundable No cheques shall be accepted.
- 26 If the firm is a partnership firm, attested copy of registered partnership deed registered with office of sub-registrar along with certificate of registration (form 'H' under rule 17) under partnership Act, 1932.
- 27 Attested copy of Registered general power of Attorney registered in the office of sub-registrar in case of partnership firm, who is authorized signatory on behalf of the partnership firm & its partners.
- 28 Attested copies of Memorandum of Association & Certified copy of Resolution in case of any Private Limited/Public Limited Companies.
- 29 Copy of Work Orders and performance certificate for completion of similar type of works/Empanelment letter of banking organization for which work completion certificates for satisfactory completion of similar type of works shall be enclosed.
- 30 Contractor shall enclose work completion certificates for satisfactory completion of similar type of works in last three financial years as described in respective categories of Service Provider.
- 31 In addition to above Income Tax returns for last Three years along with audited Balance sheets certified by CA shall be enclosed.
- 32 Copy of GOODS & SERVICE TAX CERTIFICATE (GST) shall be enclosed.
- 33 Copies of PAN card, Aadhar card as Applicable shall be enclosed.

**IMPORTANT NOTE:** IF AT THE TIME OF VERIFICATION OF DOCUMENT IT IS FOUND THAT DOCUMENTS ENCLOSED ARE NOT IN ORDER, THE APPLICATION FORM IS LIABLE TO BE REJECTED. SUCCESSFUL EMPANELMENT DOESN'T HAVE AN OBLIGATION ON BANK TO ASSIGN WORK TO THE VENDOR/CONTRACTOR/FIRM; ALLOCATION OF WORK WILL BE SOLELY AT THE BANKS DISCRETION AND AS PER REQUIREMENT AT THE TIME OF WORK ALLOCATION AS PER THE BANKS RULES AND REGULATIONS



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

To,  
The General Manager (Admin),  
Maharashtra Gramin Bank,  
Head Office, Plot No. 42  
Gut No.33(Part), Village Golwadi Growth Centre  
Waluj Mahanagar-IV Of CIDCO  
Chh. Sambhajinagar - 431 010

**Sub: Empanelment of Architects, Furniture/interior, Electrical/Data cabling Contractors, Vendors for Note Counting Machines, Security Alarm Systems, Fire Extinguishers, and Printing VENDORS for Office Stationery and Security Items**

Ref: Empanelment notice published in daily News paper 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 to ANNEXURE VI 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 of the Contractor**

**Date:**

**Application format for Empanelment of Architect with Maharashtra Gramin Bank, Head Office, Aurangabad**

**APPLICATION FORMAT FOR ARCHITECTS:**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications* of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
	* Minimum qualifications-B Arch (1 <sup>st</sup> class)			
5	Whether registered with:			
	a) Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration/Article and Memorandum of Association)			
	b) Indian Association of Architects/Council of Architects? (give Registration No. and attach copy herewith)			
	c) Whether empanelled with MGB/Bank of Maharashtra/Other PSBs etc. Furnish their names, class and date of registration (attach copy of registration if any)			
6	Name of Bankers (if any)	Name of Bank:		
		Name of Branch: Phone No: Contact person's phone No:		
7	Satisfactory evidence: (To indicate financial capacity)	Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)
		2020-21		
		2021-22		
		2022-23		
		Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted		
8	Registration with Tax Authorities			
	i) GST No.(Compulsory)			

	ii) Income Tax (PAN ) No.	
	iii) EPF Reg. No (if applicable)	
	iii) ESI Reg. No. (if applicable)	
	iv) TIN/VAT No.	
	v) WCT reg. No. (if applicable)	
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)	
10	Whether ISO Certified? Furnish details	
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)	
12	List of important/major works on hand from MGB/Bank of Maharashtra and other Banks (as per Annexure III & IV attached)	
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details	
14	Key personnel employed (as per Annexure V)	
15	Infrastructure of the firm viz. office space, office equipments( as per Annexure VI attached herewith)	
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details	
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheets.

## Signature and Seal of the Applicant

### Requirements:

Architects should practicing in their respective fields with more than 5 years experience  
Architects on panel of especially MGB/Bank of Maharashtra and others PSBs are preferred. Architect should have successfully completed projects worth Rs. 30.00 lakhs average per year in the last three financial years and more fill date and documentary evidence is support of this must be submitted.

**Application format for Empanelment of Furniture Contractors with Maharashtra Gramin Bank,**

**APPLICATION FORMAT FOR FURNITURE CONTRACTORS:**

**Basic Scope of Work:**

The scope of work of Furniture contractors for Interior furnishing works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations, wooden work, etc. The contractor is expected to carry out petty, masonry, plastering, RCC concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, etc from competent person in consultation with the Architect.

**Desired requirements:**

The Furniture contractor must have minimum 5 years experience in the field. The furniture contractor/firm should have satisfactorily completed works/projects for minimum 12-15 sites of MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government during last 3 years. Firms empanelled with MGB/Bank of Maharashtra / Nationalized Banks will be given preference. Firms should have successfully completed projects for more than Rs. 30.00 lakhs per year for last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration/Article and Memorandum of Association)			
	c) Whether Registered / empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with			
6	Name of Bankers (if any)	Name of Bank:		

		Name of Branch: Phone No: Contact person's phone No:		
7	Satisfactory evidence: (To indicate financial capacity)	Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)
		2020-21		
		2021-22		
		2022-23		
		Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted		
8	Registration with Tax Authorities			
	j) GST No.(Cumpulsory)			
	ii) Income Tax (PAN ) No.			
	iii) EPF Reg. No (if applicable)			
	iii) ESI Reg. No. (if applicable)			
	iv) TIN/VAT No.			
	v) WCT reg. No. (if applicable)			
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)			
10	Whether ISO Certified? Furnish details			
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)			
12	List of important /major works on hand from MGB/Bank of Maharashtra and other Banks (as per Annexure III & IV attached)			
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details			
14	Key personnel employed (as per Annexure V)			
15	Infrastructure of the firm viz. office space, office equipments( as per Annexure VI attached herewith)			
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details			
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly			

	contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Date:**

**Application format for Empanelment of Electrical Contractors with Maharashtra Gramin Bank,**

**APPLICATION FORMAT FOR ELECTRICAL CONTRACTORS:**

**Basic Scope of Work:**

The scope of work of Electrical contractors involves internal and external Electrification, associated cabling, installation of Control panels, earthlings, wiring for electrifications, data cabling, telephone wirings, UPS wiring, break down repairs and other allied works etc.

**Desired requirements:**

The Electrical contractor must have minimum 5 years experience in the field. The Electrical contractor/firm should have completed works/projects for minimum 13-15 sites of MGB/Bank of Maharashtra/ any Nationalized Bank/ Public Sector Undertaking/ Government/Semi Government during last 3 years.

Firms empanelled with MGB/Bank of Maharashtra /Nationalized banks will be given preference.

Firms should have successfully completed projects for averagely more than Rs.15.00 lakh per year for the last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)			





	c) Whether license from Govt. authorities is obtained.													
	d) Whether empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with													
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:												
7	Satisfactory evidence: (To indicate financial capacity)	<table border="1"> <thead> <tr> <th>Year (financial year)</th> <th>Turnover Rs. In lakhs</th> <th>Profit (Amt in lakhs)</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table> <p>Certified copies of last 3 years balance sheet, Profit &amp; loss A/C, IT returns be submitted</p>	Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)	2020-21			2021-22			2022-23		
Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)												
2020-21														
2021-22														
2022-23														
8	Registration with Tax Authorities													
	i) GST No.(Compulsory)													
	ii) Income Tax (PAN ) No.													
	iii) EPF Reg. No (if applicable)													
	iii) ESI Reg. No. (if applicable)													
	iv) TIN/VAT No.													
	v) WCT reg. No. (if applicable)													
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)													
10	Whether ISO Certified? Furnish details													
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)													
12	List of important /major works on hand from MGB/Bank of Maharashtra and other Banks (as per Annexure III & IV attached)													
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details													
14	Key personnel employed (as per Annexure V)													

15	Infrastructure of the firm viz. office space, office equipments( as per Annexure VI attached herewith)	
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details	
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Date:**

**Application format for Empanelment of Security Alarm System vendors with Maharashtra Gramin Bank,**

**APPLICATION FORMAT FOR SECURITY ALARM SYSTEM VENDORS:**

**Basic Scope of Work:**

The scope of work involves supply and installation of new Security Alarm Systems and Annual maintenance of the existing systems already installed at Branches and other allied works with regard to the systems etc.

**Desired requirements:**

The Security Alarm System vendor must have minimum 5 years experience in the field. The firm should have completed works/projects for minimum 15 to 20 sites of any Nationalized Banks during last 3 years.

Firms empanelled with MGB/Bank of Maharashtra /Nationalized Banks will be given preference.

Firms should have successfully completed projects for averagely more than Rs.10.00 lakhs per year for the last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)			
	c) Whether license from Govt. authorities is obtained.			

	d) Whether empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with													
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:												
7	Satisfactory evidence: (To indicate financial capacity)	<table border="1"> <thead> <tr> <th>Year (financial year)</th> <th>Sale Rs. In lakhs</th> <th>Profit (Amt in lakhs)</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table> Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted	Year (financial year)	Sale Rs. In lakhs	Profit (Amt in lakhs)	2020-21			2021-22			2022-23		
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	iv) TIN/VAT No.													
	v) WCT reg. No. (if applicable)													
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)													
10	Whether ISO Certified? Furnish details													
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)													
12	List of important /major works on hand from MGB/Bank of Maharashtra and other Banks (as per Annexure III & IV attached)													
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details													
14	Key personnel employed (as per Annexure V)													
15	Infrastructure of the firm viz. office space, office equipments( as per Annexure VI attached herewith)													
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details													
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability,													

	competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Date:**

**Application format for Empanelment of Vendors of Fire Extinguishers with Maharashtra Gramin**

**APPLICATION FORMAT FOR VENDORS OF FIRE EXTINGUISHERS:**

**Basic Scope of Work:**

The scope of work is to supply and install new Fire Extinguishers of required type at the Branches as per requirement and to Annual maintenance contractors for refilling of the existing Fire Extinguishers at Branches and Regional Offices in 17 Districts of Maharashtra State. The Fire extinguishers shall be refilled and installed at respective Branches under AMC.

**Desired requirements:**

The Vendor must have minimum 5 years experience in the field.

The Vendor/firm should have completed works/projects for minimum 2 to 3 Nationalized Banks during last 3 years and shall have AMC for refilling of all types of Fire extinguishers with 4 to 5 nationalized Banks or Govt. Offices. Firms empanelled with Nationalized Banks will be given preference.

Firms should have average per year sell for more than Rs. 10.00 lakhs per year for the last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)			
	c) Whether license from Govt. authorities is obtained.			
	d) Whether empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with			

6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:		
7	Satisfactory evidence: (To indicate financial capacity)	Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)
		2020-21		
		2021-22		
		2022-23		
		Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted		
8	Registration with Tax Authorities			
	i) GST No.(Compulsory)			
	ii) Income Tax (PAN ) No.			
	iii) EPF Reg. No (if applicable)			
	iii) ESI Reg. No. (if applicable)			
	iv) TIN/VAT No.			
	v) WCT reg. No. (if applicable)			
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)			
10	Whether ISO Certified? Furnish details			
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)			
12	List of important /major works on hand from MGB/Bank of Maharashtra and other Banks (as per Annexure III & IV attached)			
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details			
14	Key personnel employed (as per Annexure V)			
15	Infrastructure of the firm viz. office space, office equipments( as per Annexure VI attached herewith)			
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details			

17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability,	
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	competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Date:**

**Application format for Empanelment of Vendors for Note Counting Machines with  
Maharashtra Gramin Bank, Head Office, Aurangabad**

**APPLICATION FORMAT FOR VENDORS OF NOTE COUNTING MACHINES:**

**Basic Scope of Work:**

The scope of work of vendors for Note Counting/ Sorting Machines involves supply of new Note Counting/Sorting machines to Branches and Annual Maintenance contracts for existing as well as new machines.

**Desired requirements:**

The Note Counting Machine vendor must have minimum 5 years experience in the field. The firm should have completed works/projects for minimum 15-20 sites of any Nationalized Banks during last 3 years.

Firms empanelled with MGB/Bank of Maharashtra/Nationalized banks will be given preference.

Firms should have sell of note counting machines averagely more than Rs.15.00 lakhs per year for the last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)			
	c) Whether license from Govt. authorities is obtained.			

	d) Whether empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with													
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:												
7	Satisfactory evidence: (To indicate financial capacity)	<table border="1"> <thead> <tr> <th>Year (financial year)</th> <th>Sale of machines Rs. In lakhs</th> <th>Profit (Amt in lakhs)</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table> <p>Certified copies of last 3 years balance sheet, Profit &amp; loss A/C, IT returns be submitted</p>	Year (financial year)	Sale of machines Rs. In lakhs	Profit (Amt in lakhs)	2020-21			2021-22			2022-23		
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9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)													
10	Whether ISO Certified? Furnish details													
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)													
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14	Key personnel employed (as per Annexure V)													
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16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details													

17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Date:**

**Application format for Empanelment of Printers with Maharashtra Gramin Bank**

**APPLICATION FORMAT FOR STATIONERY PRINTERS:**

**Basic Scope of Work:**

The scope of work of Printers involves Printing and supply of Office Stationery, Vouchers, Subsidiaries, and other required stationery as per requirement of the Bank.

**Desired requirements:**

The Printers must have minimum 5 years experience in the field with adequate infrastructure and manpower to cater the services well in time.

Printing work for any nationalized bank shall have been completed satisfactorily during last 3 years

Firms empanelled with MGB/Bank of Maharashtra /Nationalized banks will be given preference.

The printer shall have done the printing work for averagely more than Rs.25.00 lakhs per year for the last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	a) Professional Qualifications: of the Proprietor/Partner/Directors			
	b) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)			
	c) Whether license from Govt. authorities is obtained.			



	d) Whether empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with													
6	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:												
7	Satisfactory evidence: (To indicate financial capacity)	<table border="1"> <thead> <tr> <th>Year (financial year)</th> <th>Turnover Rs. In lakhs</th> <th>Profit (Amt in lakhs)</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table> Certified copies of last 3 years balance sheet, Profit & loss A/C, IT returns be submitted	Year (financial year)	Turnover Rs. In lakhs	Profit (Amt in lakhs)	2020-21			2021-22			2022-23		
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	v) WCT reg. No. (if applicable)													
9	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)													
10	Whether ISO Certified? Furnish details													
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)													
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13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details													
14	Key personnel employed (as per Annexure V)													
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16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details													
17	Please submit reference with address and													

	contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

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

**Signature and Seal of the Applicant**

**Date:**



**Application format for Empanelment of IBA Approved Security Printers with Maharashtra Gramin Bank**

**APPLICATION FORMAT FOR SECURITY PRINTERS:**

**Basic Scope of Work:**

The scope of work of Security Printers involves Printing and supply of Security Items as per requirement of the Bank.

**Desired requirements:**

1. The Printer should have valid Registration of PAN, GST, ESI, PF and income Tax clearance certificate etc. as applicable under various Govt. guidelines.
2. The Printer Must be an IBA approved Security printer. The certificate issued by IBA should be enclosed & it should be valid.
3. Printer should have been undertaking the activity of printing & supplying security stationery items cheques including personalized cheque books (PCBs) ,demand draft, deposit receipts & other security stationery etc during the last 05 financial years.(Certificate issued by respective department/ organization to be enclosed )
4. The printer must have experience of printing of security items of at least 05 years & Printing of Public Sector Bank for 03 years along with adequate infrastructure and manpower to cater the services well in time.
5. Firms empanelled with MGB/Bank of Maharashtra /Nationalized banks will be given preference.
6. The printer shall have done the printing work for averagely more than Rs. 50.00 lakhs per year for the last 03 years. Documentary evidence in support of this must be submitted.

**APPLICATION FORMAT**

1	Name of the Firm/Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
	Multiple Location Printing (Yes/No)			
2	Year of Establishment			
3	Status of the Firm (whether Company/Partnership Firm/Proprietary)			
4	Name and qualifications of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>

5	e) Professional Qualifications: of the Proprietor/Partner/Directors													
	f) In case of Company/firm, whether Registered with the Registrar of companies/Registrar of firms. If so mention number & date (Also enclose copy of Registration /Article and Memorandum of Association)													
	g) Whether license from Govt. authorities is obtained.													
	h) Whether empanelled with MGB/Bank of Maharashtra/other PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)with													
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	ii) Income Tax (PAN ) No.													
	iii) EPF Reg. No (if applicable)													
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	iv) TIN/VAT No.													
	v) WCT reg. No. (if applicable)													
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10	Whether ISO Certified? Furnish details													
11	Detailed description and value of works done and works on hand in last 5 years from MGB/Bank of Maharashtra and other Nationalized Banks (as per Annexure I & II attached)													
12	List of important /major works on hand from MGB/Bank of Maharashtra and other Banks													

	(as per Annexure III & IV attached)	
13	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details	
14	Key personnel employed (as per Annexure V)	
15	Infrastructure of the firm viz. office space, office equipments( as per Annexure VI attached herewith)	
16	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details	
17	Please submit reference with address and contact numbers of two persons for whom you have executed similar works of importance, who may be directly contacted by the Bank about the ability, competence or capability	
18	List of clients; Names, Address & Contact nos.	
19	Any other information	

**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 intend to give further /more information, please attach separate sheet/s

**Signature and Seal of the Applicant**

**Date:**

**ANNEXURE – I**

**PARTICULARS OF WORK EXECUTED FOR MGB/BANK OF MAHARASHTRA AND OTHER PUBLIC SECTOR BANKS AS CLIENT**

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Bank
1	2	3	4	5	6	7	8

**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

**ANNEXURE – II**

**PARTICULARS OF WORK EXECUTED FOR OTHER CLIENTS (GOVT. OFFICES)**

Sr. No.	Name of Work/Project executed with name & address of the client	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order & completion certificate from the Client
1	2	3	4	5	6	7	8

**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

**ANNEXURE – III**

**PARTICULARS OF WORKS ON HAND FROM MGB/BANK OF MAHARASHTRA AND OTHER PUBLIC SECTOR BANKS AS CLIENT**

Sr. No.	Name of Work/Project executed with name & address of the client Bank	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Bank
1	2	3	4	5	6	7	8

**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

**ANNEXURE – IV**

**PARTICULARS OF WORKS ON HAND FROM OTHER CLIENTS (GOVT. OFFICES)**

Sr. No.	Name of Work/Project executed with name & address of the client	Short description of work	Name & Address of Owner/Consultant	Value of work executed	Stipulated time of completion	Actual time of completion	Copy of work order from the Client
1	2	3	4	5	6	7	8

**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

**ANNEXURE- V****KEY PERSONS PERMANENTLY EMPLOYED**

Sr. No.	Name	designation	Qualifications	Experience	Years with the firm	Name of Project handled	Indicate special expertise if any	Any other information

**Signature of the Applicant**

**Note:** Information has to be filled up specifically in this format only. Please do not write as per attached sheet/s as per brochure

**ANNEXURE – VI****DETAILS OF INFRASTRUCTURE IN OFFICE**

Sr. No.	Items	Numbers	Details
1	Address of the Office		
2	Office premises, area etc. in sq.ft. (own/Leased)		
3	Fax/M/C		
4	Telephone		
5	Other Instruments		
	Plant & Machinery		
6	Software used for planning, estimating, execution, supervision etc.		
7	Reference Books used for estimates/rate analysis etc.		
8	Subscription to magazines, journals, institutes of technical nature		
9	Any other information		
10	Investment in total set up		
11	Manpower (Purpose wise separately)		

**Signature of the Applicant**

**Note:** Information has to be filled up specifically in this format. Please do not write as per attached sheet/s as per procedure



**LIST OF DOCUMENTS TO BE ENCLOSED:**

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

**Other Supportive documents to be submitted:**

- 
- 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 have not been blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.
3. I/We agree that the decision of Maharashtra Gramin Bank in selection of Architects, Furniture and Electrical Contractors will be final and binding to me/us.
4. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
5. 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.
6. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.
7. I/We agree that successful empanelment doesn't have an obligation on bank to assign work to me/us; allocation of work will be solely at the banks discretion and as per requirement at the time of work allocation as per the banks rules and regulations.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature/s of applicant/s  
With Seal of firm**