

# **MAHARASHTRA GRAMIN BANK**

Head Office, 35, "Jivanshree", Sector -G, Town Centre, CIDCO  
Aurangabad -431003

## **TENDER NOTICE AND PREQUALIFICATION OF CIVIL CONTRACTORS WITH TERMS AND CONDITIONS FOR SUBMISSION OF TENDERS FOR THE CIVIL CONSTRUCTION AND OTHER ALLIED WORKS OF BANK'S PROPOSED BUILDING**

Sealed Tenders are invited from **Registered Government of CPWD, PWD, MES and other Government organization and empanelled contractors of various Public Sector Banks** for Proposed civil works for construction of **multistoried Building**, Head office, other offices and Residential Accommodation for **Maharashtra Gramin Bank at Aurangabad (Maharashtra)**

The Prescribed blank Tender Document is available on the website [www.mahagramin.in](http://www.mahagramin.in) of the Bank and can be downloaded from website and while submission of completely filled in Tenders, it shall be accompanied by Demand Draft/Pay order of any Nationalized Bank for Rs. **5000/- (Rupees Five Thousand Only)** as the cost of Tender form in the name of **MAHARASHTRA GRAMIN BANK** payable at **Aurangabad** which is non-refundable,

The **blank Tender forms** will be available on the above website from dated **01.01.2019 to 21.01.2019** up to **17.30 Hrs.** Sealed tenders shall be submitted at the Head Office of the Bank as above address on or before 22.01.2019 up to 15.00 Hrs. Tenders received up to 22.01.2018 will be opened on 22.01.2018 itself at 15.30 Hrs. Demand Draft/Pay order as mentioned for Rs.5000/- (Rs. Five thousand only) against Tender Cost and for Rs.100000/- (Rs. One lakh only) against Earnest Money Deposit shall be submitted in separate envelope with the Tender. Tenders without such Demand Drafts will not be accepted /considered for further process. Documents required for confirmation of eligibility of the non empanelled Contractors shall be submitted without fail as given in the other terms and Conditions of the Tender Notice.

### **Tenders shall be addressed and sent to :**

**The Chairman, Maharashtra Gramin Bank, Head Office, 35; "Jivanshree", Sector -G Town Centre, CIDCO Aurangabad -431003**

Tenders received **Late** after the date and time of Submission either personally or by post or postal delay will **not** be considered in any condition.

**Maharashtra Gramin Bank** reserves the right to accept or reject any or all tenders or cancel the entire tender process at any stage, without assigning any reason/s.

**Signature of Contractor**

**Chairman**  
Maharashtra Gramin Bank  
Head office, Aurangabad (M.S.)

## **TERMS & CONDITIONS FOR NON-EMPANELLED CIVIL CONTRACTORS FOR SUBMISSION OF TENDERS**

1. Sealed Tenders are invited up to 22.01.2019 till 3.00 p.m. from the eligible and efficient Civil Contractors as per the eligibility criteria for prequalification for the Civil Constructions and other allied works of the own Building construction of the Bank at Aurangabad.
2. Already Empanelled Civil Contractors need not to submit the documents for eligibility but non empanelled Contractors shall have to submit all necessary documents asked to submit without fail

### **3. ELIGIBILITY:**

1. Relatives of Architects empanelled on the Bank's panel will not be eligible to work as the Civil Contractor
2. The empanelled Contractors shall be required to submit their tenders as per the terms and conditions laid down in the particular notice inviting tender.
3. The Bank reserves the right to assign the Construction work to any empanelled or non empanelled Civil Contractor after scrutiny of the documents for eligibility submitted by the non empanelled Contractors.
4. Bank also reserves the right to reject or cancel any or all Tenders or entire tender process at any stage without disclosing any reason or without giving any notice.
5. Submission of the Tender does not confer any right on the work allotment to the Contractor.
6. The decision of the Bank on all the matters connected with or incidental to the Tender process shall be final and binding on all and shall not be called in question by any one on any ground.
7. Tender submission will not ipso facto confer any right to any Contractor to receive the work order.
8. Bank reserves right to call for any information and record and inspect the position of any Contractor before as well as during the work completion period.
9. The Tenders shall be downloaded from the website **www: mahagramin.in** of the Bank.

### **ADDITIONAL ELIGIBILITY CRITERIA FOR NON EMPANELLED CIVIL CONTRACTORS**

10. Information called for against each point shall be furnished in full.
11. **Latest Income tax assessment orders/Sales tax assessment certificates, Balance Sheets, P/L A/cs about the performance of the firm for last 5 years shall be submitted separately in separate envelop by the non empanelled Contractors along with the Tenders.**
12. Details of experience in the respective field shall be enclosed.
13. 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.
14. The contractor has to give the undertaking that he will obtain all the relevant and necessary licenses/permissions required for the work.
15. Details of registrations required for Civil Contractor as per act shall be furnished.
16. Details of registration with Tax authorities shall be furnished.
17. List of Empanelled Civil contractors 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**

**ADDITIONAL CONDITIONS TO FULFILLED BY THE NON EMPANELLED CIVIL CONTRACTORS FOR SUBMISSION OF TENDER DOCUMENT FOR THE CIVIL WORK OF THE OWN BUILDING OF MAHARASHTRA GRAMIN BANK**

**Eligibility Criteria for prequalification to Submit the Tender(For Non Empanelled Contractors):**

- 1) Crossed Demand draft of any **Nationalized /Scheduled Bank** for the said amount as cost of Application form which is Non-refundable.
- 2) 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 'A') under partnership Act, 1932.
- 3) Attested copy of registered general power of Attorney in case of partnership firm, who is authorized signatory on behalf of the partnership firm & its partners.
- 4) Attested copies of Memorandum of Association & Certified copy of Resolution in case of any Private Limited/Public Limited Companies.
- 5) Attested copy of Solvency Certificate for **Rupees One Crore** from any **Nationalized/ scheduled Bank** of within a period of 12 months on the date of Receipt of this Application.
- 6) Copy of **valid registration certificate** in appropriate class in respective government **Department/ Empanelment letter of Banking organization for which work completion certificates** for Satisfactory completion of similar type of works as detailed below is enclosed.
- 7) Performance certificates/ work orders from competent authorities of **any Government Department / Semi Government Department/ MES Department/ Banking organization for satisfactory Completion** of works shall be enclosed
- 8) **Copy of GOODS & SERVICE TAX CERTIFICATE (GST) shall be enclosed,**
- 9) **Copy of EPF Registration Certificate shall be enclosed,**
- 10) Contractor shall enclose **work completion certificates** for satisfactory completion of similar type of works in last Five financial years of Total value of Rs. 300 Lakhs: minimum three works costing of minimum value Rs. 100 Lakhs each / Two works of Total Rs. 150 Lakhs with one works costing minimum value of Rs.100 Lakhs amount or single work of minimum value Rs. 300 Lakhs amount for similar type of construction of **Building Works from any Government Department / Semi Government department/ MES department/ Banking organization.**

**NOTE:-**

- a) **In addition to above Income Tax returns for last five years along with audited Balance sheets certified by CA shall be enclosed**
- b) **Copies of PAN card, Adhar card as Applicable shall be enclosed.**

**Signature of Contractor**

**Chairman**  
Maharashtra Gramin Bank  
Head office, Aurangabad (M.S.)

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

To,  
The Chairman,  
Maharashtra Gramin Bank,  
Head Office, 35, "Jivanshree", Sector 'G',  
Town Centre, Near Hotel Varsha Inn,  
CIDCO, **AURANGABAD**- 431 003

**Sub: SUBMISSION OF TENDER FOR CIVIL CONSTRUCTION WORK OF MAHARASHTRA GRAMIN BANK AT GROWTH CENTRE OF WALUJ MAHANAGAR IV PROJECT OF CIDCO**

Ref: Tender notice published in daily News paper on dated 01.01.2019

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In response to the above Notice, I /We hereby submit my/our application in the required format 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 am /we are submitting herewith all the required documents in separate envelope to prove the eligibility of my/our firm/Company. I/we are aware that my/our Tender will not be considered if I/we are not found eligible to complete the work as per our documents submitted and decision of the Bank in this regard will be binding on me/us

I /We am/are also aware that the Bank reserves the right to accept or reject any or all Tenders or cancel the entire tender process at any stage without assigning any reason/s thereof.

Yours faithfully,

**Signature with Seal of the Contractor**

**Date:**

(ADDITIONAL APPLICATION TO BE SUBMITTED ONLY BY NON EMPANELLED CIVIL CONTRACTORS)

**FORMAT FOR APPLICATION TO BE SUBMITTED ALONGWITH TENDER IN SEPARATE SEALED ENVELOPE BY THE (NON EMPANELLED) CIVIL CONTRACTORS FOR PREQUALIFICATIONS FOR THE TENDER CONSIDERATION OF MAHARASHTRA GRAMIN BANK, HEAD OFFICE, AURANGABAD FOR CIVIL CONSTRUCTION WORK OF THE OWN BUILDING OF THE BANK**

1	Name of the Contractor/Firm/ Organization			
	Registered Office			
	Address			
	Telephone No.			
	Fax No.			
	E-mail ID ( to be furnished Compulsory)			
	Adhar card No. ( Copy shall be submitted)			
2	Year of Establishment			
3	Status of the Firm (whether / Partnership Firm/Proprietary			
4	Name and qualifications* of Directors/Partners/Proprietor	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Mobile No.</b>
5	Whether registered with:			
	a) 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 'A') under partnership Act, 1932.			

	b) Attested copies of Memorandum of Association & Certified copy of Resolution in case of any Private Limited/Public Limited Companies																			
	c) Attested copy of Registered general power of Attorney in case of partnership firm, who is authorized signatory on behalf of the partnership firm & its partners																			
	d) Whether empanelled with PSBs etc. furnish their names, class and date of registration (attach copy of registration if any)																			
6	Attested copy of Solvency Certificate for Rupees One Crore from any Nationalized/ Scheduled Bank of within a period of 12 months on the date of Receipt of this Application.																			
7	Whether DD for Rs.1000/- against application cost is enclosed( Submit details)																			
8	Name of Bankers (if any)	Name of Bank: Name of Branch: Phone No: Contact person's phone No:																		
9	Satisfactory evidence: (To indicate financial capacity)	<table border="1"> <thead> <tr> <th>Year</th> <th>Works Completed Rs. In lakhs</th> <th>Profit (Amt in lakhs)</th> </tr> </thead> <tbody> <tr> <td>31.03.2014</td> <td></td> <td></td> </tr> <tr> <td>31.03.2015</td> <td></td> <td></td> </tr> <tr> <td>31.03.2016</td> <td></td> <td></td> </tr> <tr> <td>31.03.2017</td> <td></td> <td></td> </tr> <tr> <td>31.03.2018</td> <td></td> <td></td> </tr> </tbody> </table> <p>Certified copies of last 5 years balance sheet, Profit &amp; loss A/C, IT returns shall be submitted</p>	Year	Works Completed Rs. In lakhs	Profit (Amt in lakhs)	31.03.2014			31.03.2015			31.03.2016			31.03.2017			31.03.2018		
Year	Works Completed Rs. In lakhs	Profit (Amt in lakhs)																		
31.03.2014																				
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10	Whether Copy of valid registration certificate in appropriate class in respective Government Department/ Empanelment letter of Banking organization for which work completion																			

	certificates for satisfactory completion of similar type of works as detailed below are enclosed?. Details shall be submitted	
11	<p>Enclose work completion certificates for satisfactory completion of similar type of works in last Five financial years of</p> <p>i) Total value of Rs. 300 Lakhs: minimum three works costing of minimum value Rs. 100 Lakhs each <b>OR</b></p> <p>ii) Two works of Total Rs. 150 Lakhs each with one work costing minimum value of Rs.100 Lakhs amount <b>OR</b></p> <p>iii) Single work of minimum value Rs. 300 Lakhs amount for similar type of construction of Building Works from any Government Department / Semi Government Department/ MES Department/ Banking organizations</p>	
12	Registration with Tax Authorities	
	i) Maharera/CREDAI Registration	
	ii) GST No.	
	ii) Income Tax (PAN ) No	
	iii) Service Tax No.	
	iv) EPF Reg. No (if applicable)	
	v) ESI Reg. No. (if applicable)	
	vi) Other Registration	
13	No. of years of experience in the field. Mention fields of activities (Minimum experience 5 Years)	
14	Whether ISO Certified? Furnish details	
15	Detailed description and value of works done and works on hand in last 5 years from Govt. Offices and Nationalized Banks	
16	List of important /major works on hand from Govt. Offices and other Banks	
17	Whether any Civil suit/Litigation arisen in the projects executed during last 10 years/being executed now. If yes, please furnish details	
18	Key personnel employed (List to be enclosed))	

19	Infrastructure of the firm viz. office space, office equipments, machines	
20	Whether related to any staff member of Maharashtra Gramin Bank. If yes, please mention details	
21	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	
22	List of clients; Names, Address & Contact nos.	
23	Any other information	

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

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

**Signature and Seal of the Applicant**

**ANNEXURE – I**

**PARTICULARS OF WORK EXECUTED FOR OTHER PUBLIC SECTOR BANKS/GOVT. PROJECTS/OTHERS 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 WORKS ON HAND FROM PUBLIC SECTOR BANKS/GOVT./OTHERS 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- III

#### 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 – IV

#### 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 Contractor
2. Proprietorship Proof /Partnership firm: Deed of partnership
3. Educational/Professional qualification Certificate
4. Experience certificate especially in Govt. offices/Banks
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

## 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 Civil Contractors 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 Tender process.

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

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

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