

Sr. No..... (For office use only)

APPLICATION FOR EMPANELMENT OF ARCHITECTS / CONSULTANTS

Name of The Applicant: M/s.

Last date of submission: 17/06/2021

Central Bank of India
Business Support Department
Central office
16th floor, Chander Mukhi,
Nariman point, Mumbai-400021

Empanelment of Architect / consultants

- 1.0 Central Bank of India is coming up with major civil, furnishing and repair / rehabilitation of its premises at Mumbai.
- 2.0 Applications are invited for empanelment of experienced, reputed and competent architect / consulting firms in the following categories :-

Architectural consultancy for interior and furnishing works

- a) Contract value up to Rs. 3.0 lakh
- b) Contract value above Rs. 3.0 lakh and up to Rs. 10.0 lakh

Consultancy for repair / rehabilitation of existing buildings

- a) Contract value up to Rs. 3.0 lakh
- b) Contract value above Rs. 3.0 lakh and up to Rs. 10.0 lakh

Consultancy for electrical and air conditioning works

- a) Contract value up to Rs. 1.0 lakh
- b) Contract value above Rs. 1.0 lakh and up to Rs. 5.0 lakh

- 3.0 The applicant is requested to tick the category he is applying for. The applicants who wish to apply for more than one category shall submit separate application forms.
- 4.0 Architect / consultant shall apply for empanelment in prescribed format, which can be down loaded from the web site.
- 5.0 The eligibility criteria shall be as under :-
- The firm should have minimum 5 years' experience in the respective field applied for.
 - The Architect should have during immediate last five years ending on 31.12.2020 completed (i) at least two project where the fee received is minimum 80% of the upper limit in the category applied for OR (ii) at least three project where the fee received is minimum 50% of the upper limit in the category applied for.
 - The architect / consultant should be member of Council of Architecture. If the firm is a partnership firm or limited company then at least one partner / director shall be member of Council of Architecture.
 - The architects/ consultants should have PAN & GST numbers.

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- The firm must have executed work for foreign / private / public sector banks or public / private sector organisation having office in Mumbai / Navi Mumbai and have to show case the work done for such organisation. The firm must have office / branch in Mumbai metropolitan area.

Consultancy for repair / rehabilitation and of existing buildings, electrical and air conditioning works :-

- The firm should have minimum 5 years' experience in the respective field applied for. The owner or one of the partner / director of the firm should have minimum 5 years' experience in the respective field applied for.
- The consultant should have during immediate last five years ending on 31.12.2020 completed (i) at least two project where the fee received is minimum 80% of the upper limit in the category applied for OR (ii) at least three project where the fee received is minimum 50% of the upper limit in the category applied for.
- The consultants should have PAN and GST nos.
- The firm must have executed work for foreign / private / public sector banks or public / private sector organisation having office in Mumbai / Navi Mumbai and have to show case the work done for such organisation. The firm must have office / branch in Mumbai metropolitan area.

6.0 The applicant should enclose draft (non refundable) for Rs. 1,000/- in favour of Central Bank of India, payable at Mumbai.

7.0 Architects / consultants shall also authorise the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify Architect / consultant's general reputation / competence.

8.0 The Bank reserves the rights to accept or reject any application.

9.0 Completed empanelment document shall be submitted up to June 17, 2021 during office hours to the office of: -

Asst. General Manager – BSD
Central Bank of India, Central Office,
16th floor, Chandermukhi,
Nariman Point, Mumbai 400021

**GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR
EMPANELMENT OF ARCHITECT / CONSULTANTS FOR
FURNISHING, REPAIR / REHABILITATION, ELECTRICAL AND AIR CONDITIONING
WORKS AT MUMBAI.**

1. Application form for empanelment shall be submitted in sealed envelope super scribing 'Application for Empanelment of Architects / Consultants for Furnishing, Repair / Rehabilitation, Electrical and Air Conditioning Works at Mumbai'.
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority / Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
6. Application containing false and / or incomplete information is liable for rejection.
7. The applicant should enclose draft / pay order (non refundable) for Rs. 1,000/- in favour of Central Bank of India and payable at Mumbai.
8. The Bank reserves right to accept or reject any or all the application.
9. Last date and time to accept the application is June 17, 2021 up to 5.00 pm.

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To,

The Asst. General Manager – BSD,
Central Bank of India, Central Office,
16th Floor, Chander Mukhi,
Nariman Point Mumbai-400021

Ref: **Application for empanelment as architect / consultant.**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorise Bank to approach our employers, clients, corporation, organisation etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

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Information to be furnished by the applicants

1	Name of the organisation		
2	Address	Postal address	
		Telephone nos	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		
5	Name of Directors/ Partners / Proprietor		i) ii) iii)
6	Whether registered as a member of the Council of Architecture (in case of Architectural firms only). If so, mention number and date. (Enclose copy)		
7	Name and address of Bankers		i) ii)
8	Name of completed projects. Please inform (i) two project of minimum value 80% of the upper limit in the category applied for OR (ii) three project of minimum value 50% of the upper limit in the category applied for executed between January 2016 and December 2020. (Details to be furnished in proforma 1)		i) ii) iii)
9	List of the key persons permanently employed (Details to be furnished in proforma 2)		
10	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i) ii) iii)
11	Whether an assessee of income tax, if so, mention permanent account number furnish copies of Income Tax Clearance Certificate.		

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12	Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.	
13	If you are registered in panel of other organisation / Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.	i) ii) iii) iv)

List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. I. Tax. Clearance certificate.
3. Profarma-I
4. Profarma-II
5. Proforma-III
6. Photograph of major work executed.
7. Letters of owners / organisations informed in Proforma I having completed the projects satisfactorily.
8. Three years balance sheet.
9. Copy of power of attorney (wherever applicable)
10. Demand draft for Rs. 1,000/- in favour of Central Bank Of India, payable at Mumbai

PROFORMA –1
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr.No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Area and value of building / work executed	Stipulated time and date of completion	Actual time and date of completion	Fee received for the work / project
1							
2							
3							

Signature of the Applicant

PROFORMA- 2
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information

Signature of the Applicant

PROFORMA –3
PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							
5							
6							
7							

Signature of the Applicant
